

Just Kids

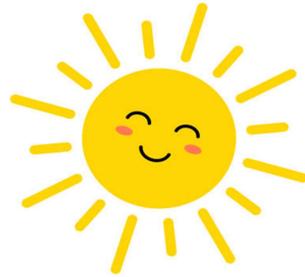


Parent Handbook

2026

Enriching Children's Lives for Over 38 years!

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What is Just Kids Summer Camp?

Just Kids Summer Camp is operated by Archway Programs, hosted in local elementary schools during summer break.

Just Kids mission is to provide quality childcare in a safe, nurturing environment where children feel supported to explore new things, make new friends, and create lasting memories.

Registration and Enrollment fees

- All potential campers are required to submit an application through Brightwheel.
- Once your application is received additional paperwork will be sent and must be returned **prior to acceptance into the program.**
 - All campers are required to have a signed Parent Receipt of Information (ROI) acknowledging receipt of Just Kids policies
 - Signed Receipt of Parent Handbook
 - CACFP food form (if required at camp location)
 - And any required medical paperwork for campers with allergy/asthma action plans.
- Once all paperwork is received a statement for the annual registration fee and deposit will be shared through Brightwheel and must be **paid in full prior to starting at camp.**
 - Once statement is paid in full, child(ren) will be actively enrolled in the program and able to attend camp.
- Each camper will receive a welcome package (email) confirming enrollment.

Summer Tuition:

- Annual Registration Fee: \$45 individual child/\$75 per family
- Deposit: One (1) weeks' worth of tuition which will be applied to campers last week of attendance.
- Invoices for the billed week are available the prior Monday with payment due every Thursday by 4 PM, unless paid in full at registration.
- Payments are made electronically through Brightwheel. Brightwheel is an all in one procure software that Just Kids uses for attendance at your child's program and for direct communication to parents. Your monthly bill will be on your Brightwheel account and should be paid through the app. Any additional fees will also be shown on Brightwheel. Any questions regarding Brightwheel or Payments can be made to our Administrator (info on the last page).
- A late fee of \$35 will be applied if payment is not received by end of day the Thursday (4 PM) prior to billed week. Any invoice not paid in full by Sunday (4 PM) prior to billed week will result in suspension from camp starting the following Monday.

* Families receiving subsidy assistance will be responsible for one week's copay as their deposit. For additional information regarding subsidy please reach out to Shaniell Norton- Subsidy Manager at Shaniell.Norton@archwayprograms.org

Attendance and Schedules

- Camp will operate from Monday, June 29th to Friday, August 21st 2026
- Hours daily from 7:00am-4:30pm with additional care available from 4:30-6:00pm (\$45 weekly fee for extended hours)
- A minimum of five weeks attendance is required. Additional weeks may be added after enrollment if availability allows.
- Camp is offered for four or five days a week. (Four day option varies depending on camp location please contact office for site specifics) four day campers may add a fifth day when needed for an additional fee if there is availability.
- Campers must be dropped off prior to 9:30am daily, if you will arrive later than 9:30am the site must be notified via text/call/or Brightwheel message prior to 9:00am to ensure availability. If a camper arrives after 9:30am without notice, camper may be turned away for the day.

***Please note field trips may require an earlier morning arrival cutoff time. This will be communicated both in person and through Brightwheel messenger.**

Notifications and Communication

Just Kids site staff will use in person conversations as their main form of communication at both morning drop off and afternoon pickup. Reminders and important information will also be shared through messages on the Brightwheel application. Please make sure you have the Brightwheel application downloaded with notifications on! Site staff will also use provided guardian/ emergency contact information to communicate by phone when necessary. Please refer to our Parent Communication policy for additional information.

Daily Activities and Special Events

Each week our campers will encounter a new theme designed to engage them with related crafts, games, activities and discussions. Our program meets the individual needs and interests of all campers offering a variety of age appropriate activities daily with a chance to explore new things and dig deeper into things they already enjoy. Our daily schedule will allow campers to get into a routine, and maintain structure throughout the summer break. At Just Kids we do our best to ensure all developmental domains are touched on throughout the summer and campers are encouraged to express their individuality, and strive for new goals and accomplishments.

The first half of our day involves all campers rotating through planned activities, while the second half of the day will give them the freedom to attend clubs geared toward their individual interests and skills. At Just Kids we never require a camper to participate, however we will encourage them to support their friends and fellow campers, however alternative activities are always available.

Throughout the summer we will have special events on site including but not limited to in house presenters such as Cedar Run Wildlife Refuge, water play days, dress up theme days, and an end of camp talent show! All information regarding these special days will be communicated through Brighwheel and in person.

Pool Days

Our camps will also visit the Archway pool once a week, weeks 2-7 (day varies depending on site location). Pool days are subject to weather and the condition of the pool, we will attempt to reschedule any canceled pool days but this is not guaranteed.

- Campers must bring their bathing suit/water shoes/towel with them to camp and will change prior to heading to the pool.
- Sunscreen will be applied prior to arriving at the pool. If you would like your child to have sunscreen applied please complete a permission slip and supply preferred sunscreen. **Sunscreen will not be applied to campers without a permission slip.**
- Swimmies/ puddle jumpers are permitted. If your child is required to wear a floating device please ensure you are providing one weekly for pool days and the staff on site is aware.
- While water shoes are not required they are recommended due to the cement bottom of the pool.
- Please ensure all individual items (towel/ goggles etc.) are labeled with your child's name.
- Campers are able to take a swimming test to gain access to the deep end of the pool if they are interested.
- Pool is patrolled by licensed lifeguards and Just Kids staff at all times.
- Pool depth ranges from 1ft-8ft and is separated into three sections.

Field Trips

Throughout the summer we will attend three off-site field trips. Permission slips for individual trips will be distributed during campers first week of attendance. Depending on our scheduled departure time for each field trip a drop off cut off time will be communicated through Brightwheel and listed on permission slip.

- Campers are required to wear their Just Kids camp t-shirt to all offsite field trips.
- Campers are required to pack a disposable lunch in a paper bag for all trips unless noted on the permission slip. While lunch/ snacks may be available for purchase we ask that a packed lunch is provided to ensure our time is spent enjoying our field trip.
- Campers are broken into groups of three to four campers per adult and will stick with their group throughout the duration of the trip.
- Campers are welcome to bring cash with them on field trips for the gift shop, but will be responsible for their own money and purchased items.
- A notification will be sent through Brightwheel when we return from our field trip to let all parents/guardians know we have arrived safely.
- Just Kids expectations and discipline policy are followed closely while offsite, serious issues may result in suspension from future trips.
- Campers who attend ESY will need to skip either ESY for the day or not attend Just Kids for the day. Care will not be available on site while we are on field trips.

Permission Slips

At Just Kids we utilize several types of permission slips, below is a list of the different types of permission slips you may encounter.

- Field Trip Permission Slip- these slips are trip specific and will list an important details for the trip including required arrival time, trip time and location, lunch requirements etc.
- Pool Permission Slip- this is a blanket permission slip for all of the camps assigned pool days. This slip will contain any requirements for the pool and have a place to check off if your camper requires a flotation device while swimming.
- Walking Permission Slips- this is a blanket permission slip to allow the site staff to take the campers for a walk off site around the neighborhood or to a nearby park. You will receive a notification through Brightwheel if your camper is participating in a walk off site and where their destination is.
- Sunscreen/ Bug Spray Permission Slips- this slip is used to indicate you give permission to our staff to apply the provided sunscreen/ bug spray in the afternoon. Please note sunscreen/ bug spray should be applied at home in the morning and will only be reapplied on site. If your camper does not have a permission slip and provided products, the staff will not reapply.
- Medication Permission Slip- this slip is used to authorize emergency medication administration for students with an allergy/ asthma action plan.

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 with in a teaching manner rather than in a disciplinary manner.

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 the behavior at the moment, however, the behavior is ongoing...
- 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 a disciplinary form:

- Behavior against the rules of the program that has been on-going and staff interventions have been generally ineffective. This includes ongoing 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, self-injurious behavior, and/or racial slurs.
- A parent conference may 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 Director 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.
 - Behavior that puts the child or children at imminent risk including: serious verbal or physically threatening behavior, racial slurs, 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.

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

Reasons for termination:

- On-going behavior that a child has been suspended for previously.
- Behavior that places the child, other children at risk.
- Failure to pay monthly tuition or fees due to Just Kids.
- Parents' failure to cooperate or follow Just Kids 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 parents' abusive/harassing behavior.

Decision Making for Termination: Each recommendation is reviewed by the Director. 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 backed up 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 immediate 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 that day or to camp if terminated.

Sick Policy

The health and safety of children attending Just Kids is of primary concern to our staff. Just Kids must abide by all state regulations summarized below:

Please note:

Medication: Medication administration will only be made for children with special needs if failure to take the medication would jeopardize the child's health or prevent the child from attending childcare. Ex: Inhalers and Epi-pens. If your child fits into this category, there are additional procedures to be completed prior to enrollment. These procedures and forms can be obtained by calling Just Kids or on our website. *Please note: We do not have access to medications given to the school nurse.*

No child who has displayed illness at the time of program opening will be admitted to the program.

Just Kids health practices include:

- Exclusion of children and staff with infectious diseases until the contagion is no longer present.
- Frequent hand washing by staff and children.
- Appropriate handling of foods.

If a child exhibits any of the following symptoms; he or she should not attend the program:

- Severe pain or discomfort
- Acute diarrhea within a 24hr period
- Acute vomiting within a 24hr period
- Elevated oral temperature of 101 degrees or above
- Yellow eyes or jaundiced skin
- Red eyes with active discharge
- Infected, untreated skin patches
- Difficult or rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavioral changes
- Weeping or bleeding skin lesions that have not been treated by a healthcare provider

- Mouth sores
- Stiff neck

If such symptoms occur at the program, the child will be attended to by the provider and made comfortable away from others in the group. The parent or emergency contact person will be contacted to take the child home. If the provider is unable to contact either of the above and feels that the child needs attention, the child's doctor will be contacted.

Just Kids is required to have a physician's note stating that a child no longer poses a health risk to himself/herself or others in order for the child to return to the program if he/she has a communicable disease. Just Kids reserves the right to require a physician's note to have a child return in other cases of health risks as well.

In the event of an emergency, the parent will be notified and emergency procedures put into effect in the following order:

1. First aid administered.
2. Ambulance called
3. Parent called
4. Administrative office called
5. Staff member will accompany child in emergency vehicle
6. Contact with office will be on-going until parent arrives at hospital.
7. An accident report will be filed with the Just Kids office

Safety Protocols

Safety is a top priority at Just Kids and we do our best to ensure that not only our campers feel safe while under our care, but that their parents/ guardians do as well.

- Campers must be checked in and out daily by their parent/ guardian using the QR code provided on site and the Brightwheel app.
- As stated in our release policy all adults picking up a child from camp must be listed on the child's profile as an approved pickup and have their identification available for verification if needed. If someone other than those listed will be picking up a camper the site must be informed in writing via text/ Brightwheel message with the person's name and date/dates they have permission to pick up. If a note is not received prior to the adult's arrival they will not be allowed to take the child until permission is received.
- Campers are required to be within sight and sound of staff at all times and are within a 12:1 ratio while on site and a 6:1 ratio off site.
- Head counts are performed multiple times a day to ensure all campers are accounted for.
- Accidents/ Injuries that take place in program will be documented on a report to be signed at pickup. Injuries above the neck, breaking skin, or requiring emergency medical attention will be reported via phone call to the camper's parent/ guardian.

Just Kids Staff

All Just Kids employees have received a cleared background check and fingerprints through the Department of Children and Family Services, are CPR/ First Aid certified, and have completed both state and Just Kids required trainings. Our staff is onsite daily to supervise, support and encourage campers throughout the summer. For information about camp specific staff please keep an eye out for the welcome to camp packet you will receive prior to the first day of camp!

Contact Us

Summer Camp Email:

summercampjustkids@gmail.com

Just Kids Main Office:

856-768-8190

Chris DeSilvio/Billing Administrator:

856-767-5757 ext: 503

christopher.desilvio@archwayprograms.org

Bailey Adolf/Billing Administrator:

856-768-5757 ext:578

bailey.adolf@archwayprograms.org

Shaniell Norton/ Subsidy Manager:

856-767-5757 ext: 508

shaniell.norton@archwayprograms.org

Tim Morison/Camp Waterford District Manager:

856-767-5757 ext: 571

tim.morison@archwayprograms.org

Nina Holcomb/ Camp Barrington District Manager:

856-767-5757 ext: 510

cathrina.holcomb@archwayprograms.org

Matt Arment/Camp Evesham District Manager:

856-767-5757 ext: 509

matt.arment@archwayprograms.org

