**Parent Packet**

**RWRC**

**Life Adventure - Summer Day Camp 2024**

**Facts and Registration Quick Summary**

**Running Water Recreation Center’s Life Adventure - Summer Day Camp**

***Serving our community’s children in the best way possible is our mission.***

We are excited to bring our kids some fun, stability, physical activities, crafts and some fundamental life skills like: the importance of working together, realizing that we all have something to give, and bringing out the best in each other. As well as, practical knowledge like changing a tire, planting a raised garden, to building a quick emergency shelter and creating baskets with grasses and weeds. Fun, educational and practical.

For 6-12 years of age.

Maximum enrollment 20 children.

First come first serve upon registration acceptance.

Registration forms will be posted on our Facebook page and our website. You can call or email or message us and we will send you a form. All forms can be turned in by dropping off at the RWRC during open business hours ( preferable so you can check out the facility and we get to meet you and learn more about your child). If you email form - we will contact you to set a time to get together. :)

Hours of the Camp:

Monday - Friday 8am-5pm

Drop off between 7:30- 8 am

Pick up between 4:30-5:30pm

Each child will bring a lunch and 2 snacks and a change of clothes to keep onsite.

Each parent will sign waivers for their children and receive and sign a parent’s rules and safety manual.

No toys or electronic devices allowed. If they bring a phone it stays in their cubby unless needed for emergency.

Cost is $350 per week per child. Each week must be paid in advance.

Discounts available for siblings!!

Discounts for biweekly or full payment up front.

Curriculum is a Total of 9 weeks.

Your child will only get the full curriculum if being here for 9 weeks. We are limiting to 20 kids in order to give all of them a personalized experience. There will be no refunds for no-shows. You are taking a slot that another child could have.

Starting Monday June 17 - Friday Aug 23.

We will be closed on July 4th and will prorate that week.

Please reach out to us with any questions you may have! We are eager to get to know your children and have a fun, safe, laugh filled and educational summer!

Mike and Kelly Morrissette

Running Water Recreation LLC

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Unit 120

Bradford VT 05033

802-449-3078 or runwaterrec@gmail.com

Or message us on our Running Water Recreation Facebook page or website (rwrcenter.com).

RWRC Life Adventure (and Wilderness Training) Summer Day Camp

**Parents’ Guidebook**

to a successful summer for All!

**Mission Statement:** Serving our community’s children in the best way possible is our mission. Teaching them the importance of working together, realizing that we all have something to give, and bringing out the best in each other while learning practical, hands-on, yet fun - life skills.

**Who we serve:** Children ages 6-12 years of age. (School age). If you have a question about age range and whether your child could be an exception or could benefit from our services, please fill out an application and we will meet to discuss.

**Camp Sessions and Pricing:**

**Payment Policy:** Weekly payments are due on the last day your child is scheduled that week for the following week. You would pay on Friday for the following Monday week.

Discounts available for 2, 4 and 9 week up front payments - as well as siblings.

We do not take checks. Debit cards, Credit cards or Cash only.

**Withdrawal from Program:** We request a 2 week notice if you decide to withdraw from our Life Adventure Summer Camp. If you withdraw with no notice - no proration or refund will be given.

**Drop off and Pick up Policy:** You must walk your child in at drop off and come in at pick up.

We want to know that YOU or someone YOU have designated is performing these tasks. Communication is key. Please establish a 4 digit code that we can keep on file that anyone other than yourself needs to know to gain possession of your child. You or your representative must sign in and sign out each day.

Safety is one of our largest initiatives and priorities

If a parent or guardian seems incapable of driving or seems intoxicated or compromised in any way- they will not be allowed to leave with your child and an alternate from your emergency list will be called.

**Staying Late:** We do not want to stay late any more than you would. If you are going to be late please communicate. However after 15 min we will charge a $10 fee. 30 min a $25 fee. If you are an hour late - we will charge a $100 fee. (Please note - communication solves a lot of problems. In a case of extreme emergency we will just need to know and work it out together). If you are a no-show - obviously we will care for your child, call your emergency contacts and if necessary - call the local police.

**Attendance:** If your child is going to be absent - please give us a call. If your child has a fever or sore throat - it is important that they stay home. If your sick child comes to camp - we will end up calling you to come get them. Not convenient for any of us.

**Holiday Closing Schedule:** We will be closed July 4th and all payments that week will be adjusted accordingly.

**Meals/Snacks:** Each child should bring a lunch and 2 snacks. We will have extra treats sometimes.

Please let us know of any food allergies. If you forget a lunch - your child will not go hungry.

:)

**Emergency Transportation:** In the event of a medical emergency requiring transportation to the nearest hospital - we will call 911 or contact an ambulance company.

We will then attempt to contact you first. If we can’t reach you, we will call your emergency list.

**Field Trips:**  If we do a field trip - it will be local and you will be given plenty of notice. Professional transportation would be arranged.

**Parent Involvement & Communication**: It is key! We will work closely with you to accommodate your child’s needs to the best of our ability.You are welcome to stop by and visit anytime during the program!

**Custody, Visitation, Support, Care and Related Issues:** If you are abiding by a court order regarding contact, visitation issues - please give us copies of any documentation you have.We can only assume a parent is a parent - unless otherwise instructed. They also must know your code and be on your list.

Please just communicate any issues with us -so we can both protect the children.

**Suspected Child Abuse or Neglect:** Will not be tolerated internally in our organization or externally outside our walls and will be reported.Our employees are instructed and trained to report anything suspicious to their supervisor. We are committed to making sure your kids are safe from harm while with us.

**INJURY PREVENTION PLAN :**

* Running Water Recreation will monitor the environment daily to immediately remove or repair any hazard which may cause injury.
* The Summer day Program shall keep all toxic substances, poisonous plants, medications, sharp objects, matches, and other hazardous objects in a secured place and out of the reach of children.
* RWRC shall develop procedures for injury prevention and management of medical emergencies during field trips. RWRC shall ensure that a first-aid kit and the list of emergency numbers for the children are available on any field trip.
* An injury report for any incident which requires first-aid or emergency care shall be maintained in the child's file. An injury report shall include, but not be limited to: name of child, date, time and location of accident or injury, description of injury and how it occurred, name (s) of witness(es), name (s) of person (s) who administered first-aid or medical care required. 2. RWRC Staff shall maintain a central log or file for injuries, which occur during program hours and shall periodically monitor the safety record to identify problem areas.
* RWRC staff shall maintain a record of any unusual or serious incidents such as behavioral incidents, accidents, property destruction or emergencies.

**FIRST-AID AND HEALTH CARE POLICY:**

* Each child is required to have proof of a yearly physical examination and age-appropriate immunizations kept on file. Only those individuals appropriately trained and certified may administer first-aid. When first-aid is administered, an accident / injury report is filled out, signed and communicated.
* The Program Staff will inform the child's parent or legal guardian within twenty-four hours of the incident when first-aid has been administered.
* If your child has an Aide in school - you must provide an Aide for Camp.

**MEDICATION POLICY:**

* RWRC Staff is not allowed to give or provide any kind of daily medications to any child. All medications should be taken at home.
* \* A child 12 years old or older may be permitted to administer his / her own medication, under the supervision of a staff member, only with a written consent from parents and child's pediatrician.

**ALLERGIES, FOOD ALLERGIES OR HEALTH RESTRICTIONS:**

* If a child's health record indicates allergies, food allergies or health restrictions, the child's name, allergy, food allergy or health restriction with symptoms and procedures will be posted on a designated board, and kept in the first aid kit. Staff will be informed of any changes. If the child has an allergy attack, the Staff will follow the procedures outlined.

**INFECTIOUS DISEASES AND EXCLUSION POLICY :**

* RWRC operates for well children and staff only. Children who are mildly ill (e.g. minor cold symptoms) may remain at camp.
* All children should be fully able to participate in all activities, including outdoor play. Parents should provide appropriate changes of clothing so children do *not* become either chilled or overheated.
* To minimize the spreading of infectious diseases, children with symptoms of a communicable virus/disease will remain with a staff member until the parent or designated representative arrives for the child. The Staff makes every effort to reach parents when a child is ill, but after 30 minutes staff will contact the emergency contacts indicated by the parents.
* Children will be monitored daily by staff. If a child is determined not to be well enough to participate in the daily routine, parents will be notified. Parents are asked to notify staff if their child is ill and to tell of any specific diagnosis.
* We will not serve a child with a fever of 101 F or above. Or a fever of 100-100.9 if combined with another sign of illness like: rash, diarrhea, vomiting, repetitive coughing,difficulty or rapid breathing, “pink eye” conjunctivitis,excessive fatigue,oen cold sores or lice.
* **CHILDREN MAY RETURN TO CAMP:**
* With a physician's statement that the child is FREE from communicable disease, and that returning poses no risk to the child or others.
* **HOWEVER….**
* If a child is diagnosed with strep throat, or any other illness requiring medications, the child shall not return to camp for at least 24 hours after beginning the medication.
* **NO LICE PLEASE:**

If a child has had head lice or nits, he/she will NOT be re-admitted for 24 Hours and MUST be checked by a staff member. If head lice or nits are found, he/she will not be re-admitted *for* another 24 hours, or until there is no evidence of head lice or nits.

**Disinfection Control:**

We clean our facility constantly. Everyone will wash hands with liquid soap and running water. Disposable paper towels.

Before eating or handling food AND After restroom visits

**ALL ALLERGIES:** Parents or legal guardians are required to inform The Summer Day Program of any allergies (including food, medicines and materials) and medical conditions (including rest and play) that their child(ren) may have. At time of enrollment, parents or legal guardians are required to make a notation of these allergies and / or medical conditions.

**CONTINGENCY PLANS FOR FIRE, NATURAL DISASTER, LOSS OF POWER, HEAT OR WATER**

In case of fire, natural disaster, loss of power, heat or water, program staff will evacuate the children from the building, and escort them to the parking lot**).** Program staff will notify the parents of the situation and where their children may be picked up

**HOW WE WILL HANDLE DISRUPTIVE BEHAVIOR:**

Children exhibiting negative behavior will be diverted to another activity but remain within the Staff's immediate and direct supervision until the child regains self-control and re-joins the group. Staff will remove anything within the child's immediate reach that is a potential danger to the child and others if necessary. If the behavior continues, a parent or legal guardian may be called to pick up the child.

Certain types of serious misbehavior will be documented for parents or legal guardians with a written Incident Report. Reportable behaviors include: hitting, kicking, or other physical aggression that could injure or terrify other children; physical aggression toward staff; repeated bullying, whether physical or verbal; or other conduct that seriously threatens the safety or welfare of other children or is highly disruptive to the program.

* **There *are* certain behaviors that *only require one incident report* before *suspending* and/or terminating a child from the *program*. The intent is to maintain integrity and safety of the Program. These behaviors include:**

**Hitting, biting, or physically assaulting another child or a staff member**

**Damaging property (I.e. punching a hole in the wall, throwing a piece of furniture, etc.) Verbally assaulting or using inappropriate language towards another child or a staff member.**

**Please note: If your child has a pattern of disruptive behavior and is asked to leave the program - there will be no refund given of fees paid.**

**WE INTEND TO HAVE A POSITIVE, FUN, LEARNING ENVIRONMENT!!**

**And we are very excited to welcome your child…Thank you!**

* ***Please be sure that you* have *thoroughly read this entire Parent's Manual before signing.***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_*

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