



Kidsville Junction

"The DeRailers" School-Age
Summer Camp

HANDBOOK & POLICIES

(717) 993-9380 Stewartstown
(717) 382-9380 Fawn Grove

Welcome to Kidsville Junction Childcare and Preschool family! We look forward to sharing in the development and learning of your child. This handbook is for your reference regarding general policies of our center. Please refer to this handbook regularly for questions and to review our policies. If you have any further questions, feel free to speak with a manager regarding concerns. Our door is always open for your comments, concerns and suggestions.

Philosophy

Our curriculum is based on learning through play. Kidsville Junction has created an environment with which our teachers can easily guide your child through the phases of development. The Kidsville Junction is a safe, healthy, warm and comfortable childcare center and our number one priority is your child. Each child is treated with respect and encouraged to be independent and self-confident. We enjoy being a part of preparing your child for school and the world.

General Rules

Fees

Registration fees and fieldtrip/activity fees are due to hold your child's spot. This will book the fieldtrips and reserve any seating that needs to be held for each individual child. The registration fee will need to be paid regardless (with the exception of CCW clients). **FORMS ARE DUE TO THE OFFICE TO HOLD SPOTS. CIRCLE ANY DAY'S CAMPER WILL NOT BE IN ATTENDANCE. THERE IS NO PARTTIME RATE.**

Arrival, Departure, and Closing Procedures

Each child must be accompanied into our center by an adult and placed under the supervision of a staff member. It is also important that each child be picked up by an adult at the time of departure. This is to assure that at no time your child will be unattended.

Kidsville Junction is equipped with a security system that scans your fingerprint or uses a code. This is for the safety of our clients and staff. In the event that someone else will be dropping off or picking up your child, please have them ring the doorbell. They also must be listed on your child's emergency form as an authorized person and be at least eighteen years of age. If they are not listed on the ER form, we need written permission to release your child. We do check driver's licenses for proof of identification.

If a custody issue exists or occurs, Kidsville Junction requires copies of all court documents.

All vehicles must be turned off in the parking lot. Car seats must be used to transport children 4 feet and 9 inches and at least 8 years of age. These are PA State Laws! In addition, children may not be left alone in your vehicle. This ensures safety of all children. Parking in front of the building is not permitted. To pick up a child, everyone must pull into a parking space and your vehicle must be turned off.

If there is a change in your child's regular scheduled arrival and departure times, please inform the office.

Attendance/Vacation:

Vacation forms must be handed in at the time of registration. Please indicate which weeks your camper will be attending this summer. Include the daily times they will be at the center. You only pay for weeks that your child is in attendance if these weeks are marked on vacation forms. **PLEASE ARRIVE BY 9AM, OR CONTACT OFFICE SHOULD YOUR CAMPER NOT BE IN ATTENDANCE THAT DAY, OR THAT WEEK.**

You must pay for the weeks that are marked on your summer camp registration forms.

Please note that Fall client's vacation days expire the start of summer.

Children may attend Kidsville Junction a maximum of ten hours per day for full time care. Fees are based upon a 10-hour day. Any client over a 10hr day will be charged an additional \$15.00 per day.

If your child will not be attending on their regularly scheduled day, please call the center by 8:00 Am., or earlier.

Kidsville Junction is licensed to be opened from 6:00am until 6:00pm. Children are not permitted in the building before or after this time. There is a late fee of \$4.00 per minute for children picked-up after 6:00pm. Continued problems with late pick up will result in termination of our contract with your family.

Kidsville Junction operates year-round with the exception of the listed below holiday closings. Tuition is due for all holidays.

Closings:

Memorial Day

Independence Day

Labor Day

Camp Supplies

Your child is required to bring and LABEL all of the following items each day of camp:

Backpack

Sunscreen

Water bottle (if lost replacement fee of \$5.00)

T-shirt: to be worn for trips only (provided by Kidsville) (If lost replacement is \$10.00)

A set of extra clothes

Packed lunch with drink, if this option is chosen (if not provided \$10 will be charged)

2 snacks (am and pm), if this option is chosen (if not provided \$3.00 per snack will be charged)

Breakfast food-if here from 7:00-8:30am

At this time, you can provide pop-tarts, yogurt, cereal bars, etc.... for your child. We will provide milk. Please make sure that whatever breakfast food is provided that there is little or no preparation for staff. Breakfast items must be peanut-free. Please label food items being brought into the center with your child's name on them.

Campers are permitted to bring personal items such as books, games, electronic games, etc. The use of electronic games will be limited to specific times. Your child may also take their electronic games on field trips days to use on the bus. As long as these items are used when appropriate and they don't become a problem, they will be permitted. KVJ is not responsible for any games or devices your child may misplace, trade, or destroy. Camp Counselors have the right to remove any item for misuse. Parents will be permitted to pick up items at the end of the day in the office. No violent or inappropriate games will be tolerated.

Menu

Campers have the choice of packing two snacks and a lunch daily or KVJ will supply snacks and lunch for your camper for an additional cost (located on the registration form). **All snacks and lunches and snacks must be peanut free!**

Lunch Menu:

Monday- Hot meal of the day

Tuesday- Turkey and Cheese wraps, chips, apple and juice

Wednesday- Ham and Cheese sandwich, chips, fruit salad, cucumber slices and

Thursday- Balonga and Cheese on a bun, carrot sticks, banana, tasty cake and juice

Friday- Pizza, Salad, and Fruit Salad.

Communication

Communication is very important for your child's camp experience. Please be sure you have access to the ProCare App for direct communication with the teachers. Checks are due by 6:00pm the Friday before the next week of care. (There is an additional \$10.00 per day that you are late.) Children will not be allowed the use of cell phone while at KVJ or on a KVJ field trip.

It is important that your child check his/her cubby and empty at each time of pick-up. Important notes, artwork, and updates are in this box.

Discipline and Behavior Management

We believe that example and education will help children learn positive and appropriate behaviors. Positive behaviors are rewarded with praise, smiles, hugs, and encouraging words. Often time reminding the child of our rules and redirecting their behavior will put them on the correct track.

If redirection is not working, we use "a quiet moment away from the group". This is a way to give a child the chance to calm down, reflect and think about the situation in a neutral area. The goal is to help teach self-control and encourage learning appropriate behaviors. It may be necessary that we will also remove a privilege if inappropriate behavior is not adhered.

You may see a note or letter regarding your child's behavior to let you know that there was a problem. Please feel free to discuss this with your child's camp counselor, or office with any questions you may have regarding the behavior. Should your child's behavior be a continual disruption or is destructive, we will meet with you regarding further behavior management options. We will do our best to work with you regarding issues that may need addressed, but if problem continue with no changes, we reserve the right to terminate our contract for care.

Our intent is that all children, while in our care, are to be kept safe at all times. In order to ensure a healthy environment for all children, we have set a policy designed to protect all of our children's self-worth and safety.

Our policy is that all children are to treat children and staff with kindness, concern and respect. Any evidence of misconduct or extreme unkindness, harassing, and/or destructiveness will result in the following consequences (determined by the director):

1st incident= Note home, loss of privilege, or a phone call.

2nd incident= The first occurrence will result in an Incident Report and/or phone call home. The director will explain to the parent/ guardian what happened and why such behavior is not acceptable. Staff will work with the camper to set a plan for better behavior. As a staff, we will ensure that every incident is viewed from all sides before making assessments. In the case where severe behavior occurs, the child may automatically be given one full day suspension from the program, without refund. Parents/guardians will immediately pick up a dismissed camper from our program upon notification.

3rd incident= Must pick up camper immediately upon a phone call and will result in no return the following day.

4th incident= Expulsion of program

Please be sure you discuss with your child the policy and expectations before signing off your handbook agreement.

Injury Policy

It is extremely important that parents inform the office of any changes on your emergency form. These forms must be up-to date at all times.

If your child is injured while in our care, the staff member will administer first aid and fill out the appropriate incident report. If the injury is more serious, you will be contacted. If the injury sustained is serious and we cannot reach you, your child will be transported to the emergency room.

Medication and Illness Policy

We do not administer any medication with the exception of seizure, ADHD, or asthma medication. There are med log forms that parent/guardians will need to fill out upon arrival.

If your child is running a fever of 100.4 degrees or higher, 2 vomits, 2 diarrheas, pinkeye, lice, chicken pox, or anything that may be contagious, your child must be sent home within the hour of notification.

If your child is too tired or ill to participate in our normal activities, you will be called to pick them up immediately. This will help keep our children safe and free from contagious infections. Upon pickup, you will need to sign an illness log, and they may not be allowed to return until your child is fever free or symptom free for a minimum of 24 hours.