



**CHRIST
COMMUNITY**
CHURCH



**Camp
Kingdom
Kids**

**PARENT HANDBOOK
2023**



PHILOSOPHY

We partner with your family to educate, nurture, and encourage the development of the whole child. Every child is made in God's image and has incredible intrinsic value. Our goal is to build a strong foundation in God's word from which your child will benefit for life.

MISSION STATEMENT – Restoring Our Broken World

In partnership with Christ Community Church, our mission is to restore our broken world by providing students with a quality Christian environment while providing families with opportunities to gain and grow in their knowledge of Jesus Christ.

ENROLLMENT

Eligibility

Children ages 3 through 12 may participate in camp. Children must be 3 by June 1st, and potty trained, in order to attend. Children are divided into four age groups: Explorer (preschool), Adventurer (completed grades K-1), Voyager (completed grades 2-3) and Trailblazer (completed grade 4-to 12 years old).

Registration

A \$50/family registration fee and one week's tuition are due at the time of enrollment and are **non-refundable**. There is a \$10 enrollment fee for each additional child to cover the cost of sunscreen and camp t-shirt.

Full Time Enrollment

Full time enrollment opens in January for campers committed to attending Monday – Friday for the full summer (5 uncharged vacation days are available).

Part Time Enrollment

PT enrollment opens in May. PT is open to families desiring full weeks, but not a FT schedule.

Withdrawal Policy

Camp Kingdom Kids is intended to be a full-time summer program. If you must withdraw from our program, a **two week written notice to the director is required**. You will be responsible for 2 weeks of tuition from the written notice.

Student Forms

Enrollment Form, Health Care Summary, and Immunization Record must be received prior to the first day of camp.

CAMP DATES & HOURS

June 12th to August 18th, 2023

- Camp Welcome Night is Monday, April 24th
- Camp is closed Tuesday, July 4th

Open Monday-Friday, 6:30am to 5:30pm

- Students remaining after the 5:30 closing time will be charged \$10 for each 5-minute increment.

TUITION AND PARENTS

- Weekly Rates are as follows: Explorer: \$210; Adventurer: \$215; Voyager: \$220; Trailblazer: \$225
- Sibling Discounts: \$15 off the second child's weekly tuition; \$30 off the third child's weekly tuition
- Payment options: Cash, Check (payable to Kingdom Kids), Credit Card, Automated Checking/Credit Card
- Tuition is due on Monday one week ahead. There is a \$10 late fee for payments made after 5:30pm.
- Campers may not attend weeks that are unpaid.
- Five days of vacation (unpaid absence days) are available and must be requested at least two weeks in advance to be applied to the camper's account.
- No refunds are offered for days otherwise missed.

CLOTHING

One Camp Kingdom Kids t-shirt is included in the registration fee and **must** be worn on field trips. School-age campers go on field trips four days of the week; preschool campers' field trip day is Wednesday. Additional shirts may be purchased at the Kingdom Kids office for \$5.00 each.

Shirts and shoes are required at all times when not swimming. Girls must wear a one-piece or modest tankini swimsuit; they will be asked to wear a t-shirt in the pool if they wear any other type of swimsuit.

Campers are encouraged to bring a bag with a labeled change of clothes each day. Tennis shoes, or other closed toe shoes, are required in order to protect feet. Flip flops are only permitted at the pool.

MEALS AND SNACKS

Breakfast

Breakfast is provided and is served daily from 8:00 - 8:30am (Explorers, Adventurers, & Voyagers) and 8:30 - 9:00am (Trailblazers). A menu will be emailed out each week.

Lunch

Campers bring their own nutritious lunch and beverage. Lunchables® are provided for campers who forget their lunches. Your account will be charged \$3.00/lunchable.

Water

Campers must bring a water bottle. If no water bottle is provided and staff determine one is necessary for the day's activities, a disposable water bottle will be provided. Your account will be charged \$1.00.

Snacks

An afternoon snack is provided each day for all campers. School age campers can pack extra snacks, in their lunchbox, if they feel there is a need.

WHAT TO BRING

A backpack, change of clothes, water bottle, and lunch. Please label all belongings.

FIELD TRIPS

Field trips are included in tuition. **All full day field trips leave by 9:15am, students need to arrive by 9:00am to attend that day's trip.**

- If weather is a barrier for a scheduled trip, an alternative option will be substituted.
- Transportation is provided by a school bus.
- Parents may pick up or drop off their child from a local field trip location by signing their child in or out.
- Campers may not bring spending money.

Swimming

Each age program will swim most weeks of camp.

- Explorer campers who are 4 by June 1st will visit a local zero depth pool; 3 year old campers will stay at camp for water play and a rest time.
- Adventurer & Voyager campers will stay where they can touch or may swim where they are comfortable based on skill level; parents will be asked skill level at Camp Welcome Night and can update that status throughout the summer.
- Trailblazer campers may swim where they are comfortable within the pool.

DROP-OFF/PICK-UP

Drop-Off

All children must be checked in every day, using the Procure App. Once checked in, drop your campers off at Door #3. Staff will meet you at the door and walk children to their group. Campers may not be left unsupervised in the building. The person dropping off must make sure to connect with a staff person to transfer supervision of the camper.

Pick-Up

Each family will be given two car signs to use during Pick Up. Pull up to door #3 and present car sign. The staff at the door will walkie to their group, and your child will meet you at door #3. Please leave a note if someone other than a parent will be picking up. Your child will not be released to anyone else without this notification. This person will be required to have the car sign and identification.

EXPLORER REST TIME

Explorer campers will have a rest time each afternoon and may bring a blanket and/or stuffed animal. They will rest quietly for a maximum of 30 minutes; at that time, those who are not asleep will be able to choose a quiet activity.

ABSENCE

Please call the office (507-282-4840) or send a message through the Procure app if your child will be absent.

SUNSCREEN

Outdoor activities are an important part of camp. Sunscreen is provided by Camp Kingdom Kids. It will be kept at camp for the entire summer and applied periodically throughout the day by camp staff.

AUTHORIZATION FORMS

Medical

A completed Medication Authorization Form is necessary in order for camp staff to administer medication. All medication must be in the original labeled package/bottle.

Lotions/Soaps/Chap Stick/Etc.

A completed Authorization Form is necessary in order for campers to have additional topical products available to them. The items must be kept in the possession of staff and will be available upon request.

PET POLICY

Pets are not allowed on campus during Summer Camp. Trained service animals, however, are always welcome.

STAFFING

Our Christian teachers are highly qualified through a combination of training and experience. Kingdom Kids staff are mandatory child abuse reporters. Staff is trained in First Aid and CPR. Kingdom Kids is licensed by the Minnesota Department of Human Services, and has received a 4-star Parent Aware Rating.

The child/staff ratios are as follows:

- 10 preschool children/1 teacher
- 15 school age children/1 teacher

ELECTRONIC & TRADING CARD GUIDELINES

School-age campers are allowed to bring electronics on the bus for our out of town field trips. They are the responsibility of the campers and are to be kept in their backpacks at all other times. To encourage responsible usage, we have a few guidelines that we ask all campers to follow.

Electronics

- All games must be rated E for everyone. Absolutely **NO** games rated for Teens or Mature players.
- Campers may only play the games they bring; no sharing of games.
- Volume must be off or camper must use headphones/ear buds.
- No taking pictures, videos or voice recordings.
- Movies must be rated G or PG, and may not be shared.

Trading Cards

No trading cards of **ANY TYPE** are allowed at camp. This includes Pokémon, baseball, football, etc.

ILLNESS OR INJURY

Illness

Children who have a temperature of 100.0 degrees, are vomiting, or have diarrhea may not attend camp. Your child should be kept at home for 24 hours following the last episode of vomiting, diarrhea, or presence of fever.

If a camper becomes ill while at camp, we will contact the parent or guardian. If the parent or guardian is unavailable, we will contact an individual from the child's emergency contact list. The ill camper will be isolated from other children and kept under adult observation until the child can be picked up.

Injury

If a child is injured while at camp, we will notify the parent/guardian by phone or with a written note, depending on the nature of the injury. The following steps will be taken if indicated:

- Trained staff will administer First Aid.
- If staff decides it is an emergency situation, 911 will

be called.

- A call will be made to the parent/guardian or alternate emergency contact as soon as possible.
- An attempt to contact your child's source of health care may be made.
- If necessary, EMS will transport your child to the hospital of choice. Staff will not transport the child.
- All expenses related to an emergency are the parent/guardian's responsibility.

STATE LICENSING HEALTH REQUIREMENTS

A child with the following conditions or behavior is termed a sick child and must be excluded from a center not licensed to operate a sick childcare center. If the child becomes ill while at the center, the child must be isolated and the parent called immediately. A sick child must be supervised at all times.

The license holder must exclude a child:

- With reportable illness or condition as specified by law that the commissioner of health determines to be contagious and physician determines has not had sufficient treatment to reduce the health risk to others;
- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited two or more times since admission that day;
- Who has had three or more abnormally loose stools since admission that day;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;

- Who has a 100.0 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in the child's program activities with reasonable comfort.
- Who requires more care than the program staff can provide without compromising the health and safety of other children in the program.

Parents must notify the director within 24 hours if their child has developed a contagious disease. The director or office staff will notify parents within 24 hours when a contagious disease is reported.

If at any time you have a question regarding our Minnesota childcare license please feel free to contact DHS at 612-296-3971.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

Behavioral Changes

Parents are the primary educators in the life of a child and camp generally views itself as an extension of the child's home. Parents are asked to let the staff know if something occurs at home that is upsetting to their child. Many times, a child's behavior will change (moodiness, crying, clinging) during these times and the staff will be better able to help the child if he/she is aware of the situation. Parents will be notified of significant changes observed over a period of time in a child's physical or emotional state.

Behavior Guidance & Discipline

Camp Kingdom Kids strives to provide a safe and happy environment for each child. We discipline with a goal to disciple (teach) by guiding not by punishing. We disciple (teach) children with nurturing love while utilizing preventative approaches, engaging environments, and clear expectations to help children be successful. Children

are given age-appropriate boundaries and guidance that allows them to feel safe, loved and accepted. We understand the importance of teaching and nurturing self-regulation skills and the ability to negotiate relationships and care for others. In order to keep all children safe, staff will discipline children exhibiting inappropriate/unsafe behaviors in the following ways:

- Verbally communicate with the child and redirect the child to teach the appropriate behavior.
- If the staff's attempt to redirect the child is unsuccessful, the child may be removed from the group for a short time but will stay within the room.
 - A child will never be left unattended and will rejoin the group as soon as the behavior is under control.
 - All instances of separation will be documented and kept on file.

The following are examples of inappropriate behaviors:

- Injury – any physical or mental or threatened injury, inflicted by a person other than by accidental means.
- Emotional – yelling at, belittling, criticizing or bullying.
- Inappropriate Touch – any touch or suggested touch above or under clothing that is suggestive or uncomfortable.
- Destruction of Property – showing disrespect for equipment, games, toys and/or building.
- Inappropriate Language – showing disrespect by talking back, swearing, name calling, or demeaning.
- Harassment of Staff or Children – threatening behavior, disruption of class, inappropriate conduct, or failure to follow direction from staff.
- Not following center rules and policies.

The following behaviors may require a child to be removed from the group:

- The 2nd offense of **intentional** punching, kicking, or biting (also any other recurring actions or activities which cause endangerment to children or adults)
- Repeated destruction of property
- Inappropriate touching of other children
- Harassment of children or adults (threatening, severe teasing)
- Screaming or other loud disruptive noises

Anytime a child is removed from the group for behavior, the parent will be notified.

If any of the above behaviors are consistently displayed and/or are excessive, the following plan will be followed:

- The staff will notify the parents with an incident report in the Procure app and may schedule a parent conference. Together, the parents, director and team lead will devise a plan of action to correct the misbehavior.
- If a child exhibits persistent unacceptable behavior (defined as 5 or more separations in 1 week or 8 or more separations in two weeks), or the child exhibits dangerous or abusive behaviors, a dismissal form will be completed and the parents will be notified. We will give one written warning, two suspensions and then dismissal. Every effort will be made to communicate with the parents to notify them of behavior changes.
- All suspension and dismissal forms will be determined and written by the Camp Kingdom Kids director. The parent will be notified immediately. The first write up will constitute a warning. With the second write up, we will ask the child to leave for the remainder of the day and if it is the end of the day the child will not be able to attend the following day. The parents and child must meet with both the director and the team lead before the child may

return to Camp Kingdom Kids. There will be no reduction in tuition for the suspended days.

- Once a child has been written up and suspended twice they will be asked to leave our program permanently. Camp Kingdom Kids reserves the right to dismiss a child at any time if we feel the circumstances warrant.
- Camp Kingdom Kids does its best to provide a safe, fun and caring place for your child. We realize this action is severe, but we believe it is necessary to ensure a quality program for your children. If you have any questions or concerns please feel free to contact the Camp Kingdom Kids director.

Please communicate all discipline concerns to the director.

SEVERE WEATHER

In the event of severe weather, campers will be moved to the girls and boys bathrooms near the gym and into rooms 301 & 204. A note will be posted at the entrance door.

EMERGENCY CLOSING

In the event of a utility failure or other emergency, parents will be notified by email, Procure message, and/or phone call and asked to pick up their child. The announcement will also be made on KAAL channel 6 and on KTTC channel 12.

COMMUNICATION

A weekly newsletter will be available on the table inside door #3, and emailed to parents each Friday afternoon. The newsletter will include activities, fieldtrips and the menu for the next week.

RESEARCH/PUBLIC RELATIONS

Parental permission must be given prior to each occasion of research, public relations activity or experimental procedure.

GRIEVANCE PROCEDURES

Should a situation arise that you, the parent/guardian, see as a problem or if you have a grievance, please notify the camp team lead. The team lead will contact the parent within one week of a filed grievance. Open and ongoing communication between parents and staff is an essential part of our program and we encourage you to share your concerns with us.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY FOR DHS LICENSED PROGRAMS

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services

should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 328-6400 or local law enforcement (507) 328-6750.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and is available in the KK office or on our website.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe

a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- related policies and procedures were followed;
- the policies and procedures were adequate;
- there is a need for additional staff training;
- the reported event is similar to past events with the children or the services involved; and
- there is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and Secondary Person or Position to Ensure

Internal Reviews are Completed

The internal review will be completed by the Kingdom Kids director. If this individual is involved in the alleged or suspected maltreatment, the Christ Community Church Director of Family Ministry will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.