



Parent Handbook

Welcome to Camp Wild-Life

Dear Parents,

I would like to welcome you to Camp Wild~Life!

This handbook contains important information about our camp and how to prepare parents, guardians, and their children for a successful experience in our program.

Our camp is a summer of environmental exploration and fun. Our students experience everything that Utah's nature and city has to offer: our surrounding wildlife and their habitats, our water, land, and air. We explore our delicate ecosystems and our place in it, how to practice responsible conservation and finding that balance between the environment and people. We also want to just have fun by visiting our city parks, museums, fun zones, and swimming pools.

We encourage and promote hands on learning by playing in our great outdoors, science experiments, fun activities, a variety of lessons and field trips, making it a summer that is hard to forget

I can be reached by phone at 801-364-4874 or email at chaney@stjohnsccdc.org.

Chaney Zinn

CCDC Executive Director

MISSION STATEMENT

“Hands on Learning in our Great Outdoors”

VISIONS AND GOALS

It is our goal to inspire young conservationists. We want to connect our campers to nature through discovery, education, science, and fun. We get dirty with gardening, play in our parks, hike in the mountains, splash in our rivers, all while creating lasting friendships.

Hours of Operation

Summer Hours

Monday -Friday

7:00 a.m. -6:00 p.m.

Office Hours

Monday -Friday

8:30 a.m. -4:00 p.m.

Attendance Options

Camp Wild~Life wants to make your summer experience convenient by having flexible attendance options. You pick your days and you pick your schedule. Our tuition includes extended care at no additional cost.

Full-time	Monday-Friday	\$240
4 days/wk.	Pick your days	\$196
3 days/wk.	Pick your days	\$165
2 days/wk.	Pick your days	\$110
Add a day	Pick your day	\$60

**A child may not be in our care for more than 10 hours a day. Please see our drop-off's and pick up's policies **

Locations, Contacts, and Communications

Camp Wild~Life currently has three location drop-off and pick-up locations for your convenience.

Location	Address	Office phone	Camp Cell
Liberty Park	475 E Herbert Av, SLC 84111	801-364-4874	801-657-9568
Sugarhouse	1955 E Stratford Av, SLC 84106	801-410-8976	801-657-9568
Murray	296 E, Murray Park, 84107	801-266-3386	801-657-9568
Sandy	8575 S 700 E, Sandy, 84070	801-676-9505	801-657-9568

Cell Phone: Our three locations have a cell phone for you so you can contact that location via text. Please feel free to text us if you are calling in sick, need an update, or have a question.

Kaymbu: We use a computer program called Kaymbu to communicate and connect parents to their child's day at camp. You will receive via text and email: photos, quick reminders, important information via our Kaymbu system.

Alphabetical Index of Topics

Attendance (Holidays, Withdrawals, schedule changes) -----	10
Caregiver to Child Ratios -----	12
Confidentiality -----	17
Communication-----	20
Drop off & Pick up -----	12
Emergency Plans & Injuries -----	24
Food (Snacks & Lunches) -----	24
Gifts and Bonuses-----	20
Health & Wellness -----	21
Illness -----	21
Immunizations -----	23
Injury -----	25
Lost Child Policy and Procedure-----	15
Media (Movies & computers) -----	18
Non-Discrimination Statement-----	8
Offsite activities -----	14
Parties -----	20
Payment Requirements -----	9
Personal belongings -----	19
Playground Safety -----	13
Policies and Procedures -----	8
Program information -----	5
Staff babysitting -----	21
Staff Requirements -----	7
Supervision -----	11
Reporting Child Abuse -----	25
Restroom use -----	17
Rest time -----	17
Transportation -----	16
Toys -----	19
Waitlist / Registration-----	8

Our Programs

The following program ages and groups are only guidelines. Development, availability, scheduling and teacher/director recommendation will also be taken into consideration.

The summer theme: Utah

The Monthly themes: Past/ Present/ Future

The Weekly themes will be a concentration of: Animals, Water, Earth (plants, soils) as is in the past, present, and future of Utah.



Jack Rabbits~ 4 and 5-year old's

The Jack Rabbits class is for 4 and 5-year old's going into Kindergarten.

Our Jack Rabbits Explore!

Let's explore Utah; this class aims to develop our camper's five senses and gross motor-skills.

We are going to feel the mud between our toes, smell the sagebrush after a rain, taste our garden-fresh tomatoes, see the beauty of our canyons, and hear the sounds of Utah's outdoors.

We couldn't do this without splashing in our Great Salt Lake, climbing our rocks, balancing on the forest logs, and running through our desert. Talk about some hands-on learning! We can't wait.

Our Jack Rabbits will be jumping all over the place we aren't going to have time to fit in a nap.

Nap-time is replaced with "Reading and Rest" please remember to send a few of your camper's favorite books with them each day in their backpack.



Bears~ Grades 1-3

Our Bears Experience!

Let's experience Utah: this class is all about learning the basics of Utah's natural history, ecology, biology, geology, environmental stewardship, and outdoor skills. We are going to seek out adventures as a "Team" and answer some curious questions.

What type of Questions you ask?

- How can we work together for wilderness survival?
- How can we stay alive with what nature provides?
- What type of creatures lives under that rock in the desert?
- What about under that rock in a stream?
- What are Utah's predators and prey?

The Bears are going to answer these questions by ascending mountains, wading through streams, skipping down trails, and looking under rocks.



Eagles~ Grades 4-6

Our Eagles Impact!

Let's impact Utah: this class is all about skills, knowledge, connection and inspiration. We are going to deepen our camper's awareness of our delicate ecosystem.

How you ask?

- We will learn the ways of the river.
- Gain Knowledge on the glaciers
- Learn skills of young conservationists
- Learn our impact and ways we can help
- Learn to navigate with maps and a compass.
- Learn how to take advantage of all Utah has to offer with care and respect
- Develop a passion for our Great Outdoors

The Eagles are going to do their part by gently treading across trails, by snapping photos not snapping branches, by catching and releasing, by practicing safe techniques, and so much more!

Staff requirements

We take pride in providing the children with the best care possible at St. John's CCDC.

The following is required for each staff member:

- CPR and First Aid Certification
- Current Childcare Food Handlers Permit
- Annual Background Check
- Personal Health Evaluation
- 20 hours of Early Childhood Education annually

Camp Discipline

Camp Wild~Life's discipline policy is one of peace. Peace is always the final goal of any discipline negotiation. When conflict arises, the camper will be asked to resolve their differences by talking together and using conflict resolution skills. In the event the campers are unable to resolve their own conflicts or in the event there is a safety issue, staff will interfere with safety being the first priority. After stabilizing the environment, staff will address each child involved through conflict negotiation methods and eventually bring the conflict to a peaceful close. The child's personal rights will always be respected.

We also encourage the children to use self-discipline. They are offered choices and opportunities to make decisions, knowing what the logical consequences will be. Rest periods are used when a child is physically or emotionally out of control and needs time to calm down.

The success of Camp Wild~Life is as good as the quality of communication between staff and parent. We feel that there is no issue “too small” to discuss when it has to do with your child’s camp experience. We do ask that parents do not bring up behavior or development issues when dropping off or picking up your child. Conversations during this time should be limited to any schedule changes or pertinent information. If you have an issue you would like to discuss with your child’s camp counselor, please contact the school to schedule a time (either in person, via phone or email) to talk.

In the event of ongoing behavioral issues, Camp Wild~Life may request: Parent meetings, Individual Education Plans (IEP), the use of a behavioral aid or therapist (at the parent’s expense), etc. It is our desire to exhaust all efforts to fix difficult behavior before terminating program attendance.

ST. JOHN’S CCDC’S POLICIES AND PROCEDURES

Nondiscrimination Policy

Nondiscrimination in services, admission to the center, and the provision of services and referrals of families shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex. Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Waitlist, Acceptance letters, & Registration

Due to the high demand for quality child care, we maintain a **waiting list** with the following priorities; 1) Siblings of current students 2) staff members 3) current waitlist. The current waitlist is maintained by schedule availability and birthdates of current students. It is not always on a first come first serve basis.

Once a spot becomes available for a camper Camp Wild-Life will email a congratulations email, proper documentation, and forms. All the signed/completed forms and fees must be returned prior to the start date. These forms can be found on our website or in the CCDC office.

The required **Registration documents** are:

- A copy of your child’s immunization records
- Enrollment forms
- The camper “Get to know you” form
- Attendance form
- Tuition Agreement / EFT form

Upon enrollment, a non-refundable registration fee of \$75.00 is required. Once all forms and fees have been turned in you are officially enrolled in Camp Wild~Life. We will offer a spot to

another child on the waitlist if we do not receive all fees and forms by the start date or the camp deadline date stated on camp communications.

Annual Registration for enrolled students

Every January we will do annual registration for existing campers and current CCDC students. Open enrollment for outside students begins February 1st.

Payment Requirements

We require all families to pay for their childcare via **Electronic Funds Transfer (EFT)** unless other arrangements are made and agreed upon with location directors.

- **Electronic Funds Transfer (EFT).** This method automatically deducts tuition payments from your checking or savings account. For your convenience tuition can be deducted when it is convenient for you. You can choose between once per month or bi-monthly. Forms are in the office.

Tuition agreement: All families are required to commit to a tuition agreement prior to enrollment. Tuition must be paid in full by the 1st or 15th of each month (dependent on the date you select) or a \$35 late fee will be charged. Outstanding balances including late fees must be paid in full or other arrangements made by the 20th of each month or your child can be suspended from camp.

Collections: Camp Wild-Life (St. John's CCDC) reserves the right to turn your account over to collections for unpaid tuition and fees. You will be responsible for any lawyer or collection agency fees that accrue.

Statements: Monthly tuition statements will be emailed out by the first Monday of each month for your reference. Upon written request, you may choose to have it printed.

Sibling discount: We are happy to offer a sibling discount for full-time campers. This discount is 10% off the 2nd and the 4th child.

Annual Tuition Increase

Camp Wild-Life (St. John's CCDC) reserves the right to increase tuition annually. This increase takes place every January.

Attendance & Changing Schedules

Once your child is enrolled in our program it is assumed that they will attend on the dates recorded on the attendance form. Camp Wild~Life requires a **2-week notice** of date changes or you may be charged. This is because we plan and pay for most field-trips two weeks in advance additionally it gives us time to fill the open spot with a child from the waitlist. Again, you are responsible to pay for the dates recorded on your attendance forms.

If your child is going to be absent due to illness or other reasons please notify the Camp/CCDC office by 9:00 a.m. or as soon as possible so the teachers can better plan for the day.

Tuition will not be refunded for days your child is absent from camp without 2-week notice.

Camp Wild~Life uses a ProCare attendance tracker to record attendance. Roll is taken many times throughout the day and attendance recorded nightly. We require families to check in and out of the program. A \$5.00 fee is charged if a child isn't checked in or out.

Teachers are required to keep attendance records in their individual groups. They are required and tested throughout the day to know the exact number of students in their care. The teachers are also required to take a student head count during all transitions.

If a child does not attend for two weeks and no written notification has been submitted to the office, St. John's CCDC reserves the right to fill the vacancy.

Withdrawal

A **2-week written notice** is required when a child is withdrawing from Camp Wild-Life. The written notice must be submitted to a CCDC office and given to a location director. This months' notice allows us to fill the open spot in the camp.

Additional Day Requests

All schedule changes must be made through the location director in advance, on a first-come first-serve basis. Every effort will be made to accommodate your request. However, we are limited to licensing regulations of adult/child ratios. An additional day fee is charged each day your child attends that differs from their recorded dates from the attendance form. **There are no refunds on canceled additional day requests.**

St. John's CCDC is unable to provide drop-in-care for students who are not currently enrolled.

Holidays and scheduled days off

St. John's CCDC will provide all enrolled parents a calendar via email, we can provide a printed calendar upon request. This calendar lists all the scheduled dates that we are closed.

Unforeseen Closures

Camp Wild-Life seldom closes due to unforeseen circumstance. Closure information will be available on our website, Facebook, and/or emails. Other hazardous conditions may call for a closure such as gas leaks, power outages, or flood. In these situations, parents will be contacted to pick up their children.

Supervision

Safety and supervision is of utmost importance to Camp Wild-Life and its staff. Staff persons are alert to the safety needs of their children, anticipate hazards, and take appropriate precautionary and preventative measures. Please help us ensure the safety and supervision of your child by reviewing the following policies often.

S.T.A.R. Program

Camp Wild~Life is adopting a new safety S.T.A.R program. This program will ensure that our teachers are focused and students needs are addressed.

Stop- Stop and Focus

Think- Think of what you are doing (getting ready to go to recess)

Access- Access your students (shoes on, coats on, count how many)

Respond- Respond to the situation (find shoes, zip coats, check the bathrooms, continue)

Teacher to Child ratios

Camp Wild-Life always sticks to state licensing ratios and we always stay under maximum group size. We double ratios when we leave campus for regular field trips. We triple ratios on pool days and only attend pools with lifeguards on duty.

We try to keep all groups under 24 children.

Ages of Children	# of Caregivers	# of Children	Max Group Size
5 years & School age	1	20	40
Field-Trips	2	20	40
Pool days	3	20	40

Drop-Off Procedure Policy

- **Drop off begins at 7:00 am:** It is our policy not to allow children to be in our care for more than 10 hours a day so please keep that in mind when dropping off so you know when to pick up. There is \$1 per minute fee after 10 hours.
- **Please park your vehicle and lock it:** Do not leave any valuable items visible. Please do not leave young siblings unattended in your vehicle. Children must remain with you at all times.
- **Sign in:** Please sign your child in as soon as you drop off in the morning. Teachers and camp counselors will have a clipboard in order for you to sign-in. There is a \$5 fee for not signing in.
- **Walk your child to their teacher on duty:** It is our policy to not leave children unattended. Please help your child put away their belongings and walk them to the teacher(s) on duty.

Pick-Up Procedure Policy

- **Pick up your child from their group:** Feel free to pick up your child anytime. However, during the summer we are most often away from campus. Please let us know in advance if you wish to pick up before 3 p.m. so we can make sure to communicate where we will be located. Remember to pick up your child from their group before signing out on our clipboard. Please make some form of communication with your child's teacher during pick up so that they know your child is leaving.
- **Gather belongings:** Help your child gather their belongings. Be sure to check their backpack for their belongings and newsletters or other forms of important communications. Check for bags of wet or soiled clothing.

- **Sign out:** Please sign out only upon leaving the building. For the safety of all children, you will need to monitor any siblings and friends that accompany you into the center.

Late Pick-Up

Camp Wild~ Life closes at **6:00 p.m.** Our teacher's time is important to us and we want to get them home on time. If you are late picking up your child you will be charged a late pick-up fee. We charge a late fee of **\$1.00/min for the first 15 minutes, \$2.00/min for the second 15 minutes, then \$5.00/min up to an hour.** After your child has exceeded an ½ hour we will begin contacting your emergency contacts to come pick up your child. We will contact the authorities after an hour and in the event we cannot get ahold of emergency contacts. Please contact us via text or phone if you know you are going to be late. The person responsible for picking up the child is late after 6:00. It is the parent's responsibility to make sure the child is picked up on time.

Releasing Children

To comply with Utah State Licensing, all children must be signed in/out each day of attendance. Failure to do so will result in a \$5.00 fine. It is the parents' responsibility to inform all persons on the pickup list of the sign in/out procedures and fees.

Persons signing children in/out must be at least 16 years of age and an authorized individual. Children will be released only to the authorized persons listed on the enrollment packet, or with written permission by the parent stating who and when the alternative adult will be picking up the child. All persons other than parents that pick-up or drop-off must sign in/out on the office clipboard.

We will ask for I.D. to verify the authorized person if we do not already know the individual.

Playground Safety and Supervision

We only play on playground equipment that is safe and meets licensing standards but safety doesn't stop there. We do the following in ensure your child a safe and supervised play.

- **Playground safety check:** First staff member on the playground needs to complete the playground safety check. We check for hazards or potential hazards before the students come out to play.
- **Sunscreen and water:** We ask that your child comes to school sunscreensed and ready for outside play. We also require parents to bring extra sunscreen and a water bottle (labeled with their child's name) to keep at school on daily basis. St. John's reapplies sunscreen throughout the day in addition to having water available to the students always.

- **Weather watch:** St. John's has a posted weather watch chart. We stick to these guidelines when it comes to outside play during unsure weather. We will go out on cold and hot days but for a limited amount of time. Please make sure your child dresses appropriately for the weather.
- **Maintain child-staff ratios at all times:** Our staff is constantly counting the children allowing us to maintain our ratios.
- **Keep a minimum of two staff members on playground at all times:** This allows for at least one staff member available for potty breaks and getting help when needed.
- **Communication:** Playground staff is required to constantly be communicating with one another and office staff. This includes communicating their observations, head counts, potential hazardous play (ex-running up the slide), etc...
- **Constant moving and scanning:** Our playground staff is required to be constantly moving and scanning the entire playground area. This is a good way to stay alert and let the children know we are monitoring them. Communicating with the students verbally helps our staff stay alert.
- **End of play inspection:** When recess is over the last teacher on the playground is required to do an end of play inspection. This inspection allows us to look for children hiding in play equipment, broken toys, and left belongings.

Off-site activities

Camp Wild~Life schedules daily off-site activities to enhance your child's experience at camp. You will receive a calendar of events that will list off-site activities. Safety during these activities includes:

- Students will be supervised at all times
- **Camp Wild~Life tee-shirts are required to be worn daily.** These shirts will contain the name and phone number of our school on the back.
- Teachers are required to do head counts during all transitions.
- St. John's doubles the teacher-to-student ratios. Some trips do require even higher ratios and we may ask for parent or grandparent volunteers. If we do not get enough parent volunteers or substitute staff is not available we reserve the right to cancel the activity.
- Transportation for the field trips may be by Camp Wild~Life bus, St. John's CCDC bus, walking, or public transportation.

The following items are required to accompany the teachers/staff on all off-site activities.

- St. John's "Off-site" backpack which contains: First Aid Kit, hand sanitizer, plastic trash bags, and wipes;
- Black zipper pouch or binder (containing permission slips, emergency contact Forms for all children, Health Information, and Medication Information)
- Individual medications for children requiring medications (Epi pens).

Camp Wild~Life reserves the right to cancel any field trip, walk or outing due to weather, safety, or other concerns.

Lost Child Policy and Procedure

Camp Wild~Life teachers and staff go through rigorous training to prevent a missing or lost child. They use the S.T.A.R safety procedure as well as an organized line with teacher leaders and followers (leader and caboose) during all transitions. They are trained to access areas before they enter and/or leave to make sure they have an accurate head count.

If a teacher or staff is not comfortable with their training they are required to notify management and request more training before aiding children in transitions.

Transitions in this policy is defined as: Going to and from the classroom setting. This may include but is not limited to: bathroom breaks, playground, field trips, nature walks, hikes, etc.

We will do the following to **prevent a child from getting lost or going missing**:

- Camp Wild~Life teachers and staff will supervise children closely at all times
- Camp Wild~Life teachers and staff will know their head count of the day at all times
- Camp Wild~Life teachers and staff will take roll many times throughout the day
- Camp Wild~Life teachers and staff are responsible for the children that are signed in to the camp.

If a child were to ever go missing Camp Wild~Life teachers and staff would:

1. Immediately search the surrounding area
2. Request help from the people around them, this may include: Camp Wild~Life teachers and staff, parents, and other staff (field trips)
 - a. If in a public building, Camp Wild~Life teachers and staff must alert the staff of the situation and ask for their assistance in searching for the missing child
3. If at a location where it is possible to seal off exits request this immediately
4. People involved in the search will be given a description of the child and what the child is wearing

If the search is unsuccessful Camp Wild~Life teachers and staff will:

1. Call the police, provide a description, and keep searching the area
2. Contact and notify the parent(s)
3. Fill out an incident report
4. Contact and notify upper management
5. Follow police instruction

If the search is successful Camp Wild~Life teachers and staff will:

1. Contact and notify the parent(s) of the incident
2. Fill out incident report (have parents sign it)
3. Contact and notify upper management

A missing or lost child incident is a 'significant event', teacher and staff will be required to review policy and procedure to establish what went wrong and how it can be avoided in the future. Camp Wild~Life teacher and staff does risk losing their position as a teacher in the event of a missing child incident.

Transportation

- The vehicle transporting children shall be enclosed, clean, and in safe operating condition
- Vehicle must have current registration and safety inspection
- All drivers shall have a current Driver's License and be cleared through St. John's Insurance company
- Each driver is responsible for ensuring the completion of all bus logs including a before and after safety checklist. This will ensure that keys are not left in the ignition; the vehicle remains locked during transportation; no child is left unattended in the bus.
- Vehicle must have a First Aid kit, bodily fluids kit, and a working cell phone.
- There shall be at least one (1) adult supervisor, other than the driver, when transporting preschool aged children. This supervisor must ensure all children remain seated and have a current first-aid and CPR certification.
- Teachers are required to have with them the "Off-site" backpack containing all required items.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be transported unless a parent or guardian has signed permission forms.
- The teacher or staff must conduct an inspection of the vehicle before locking it up.

Transportation Safety Rules for Children

- Each child must use the appropriate safety restraints when available
- No child is ever left unattended or placed under the supervision of someone other than a St. John's teacher, staff or parent.
- "Inside voices" are to be used in vehicles.
- Hands, heads, and arms remain inside the vehicle and away from windows at all times.
- Children are to remain seated when the vehicle stops until an adult gives instructions.
- Children are to walk in an orderly manner, single file or with a parent.
- A child not following instructions given by an adult will be excluded from future field trips. A warning to the child and the child's parents will precede exclusions.

Restroom use

Camp Wild~Life can use the restroom independently. However, they must follow Camp Wild~Life **restroom policy**:

- The student is required to ask the teacher(s) permission to use the restroom
- The student must use the restroom one child at a time
- The student must take a restroom Pass with them if the restroom is not located in the classroom
- The student must return in 5-minutes or the teacher will call for assistance

Camp Wild~Life **teachers and staff** are required to:

- Give each student requesting to go to the restroom a **5-minute restroom break** whenever possible (during field trips or on the playground the student may be asked to wait until the teachers can safely take the child to the bathroom)
- The teacher must **provide some sort of restroom pass or monitoring system** (writing down names) when the child leaves the classroom to use the restroom
- Once the child has left the classroom the teacher is **required to start a 5-minute timer** to monitor the amount of time the child is in the restroom. If the child exceeds the 5-minute time limit the teacher will call for assistance
- The teacher will **stand in the doorway to their classroom within eyesight of the restroom** to monitor all exits and people within the facility

Rest time

Utah State Licensing requires that all childcare programs that are open more than four hours a day provide children with an opportunity to rest. We have chill-out time every afternoon in every classroom/group setting. During chill-out time we provide our campers age appropriate quiet activities. The campers are asked to remain as quiet as possible for 30 minutes to give our extra tired campers the opportunity to rest.

All children are supervised during rest time. All children allowed to rest when they are tired.

Confidentiality

It is our intention to respect the privacy of children, their parents, and staff while ensuring that they have access to high quality care and education in our setting.

We aim to ensure that all parents and teachers can share their information in confidence and that information only be used to enhance the welfare of their children.

We keep two kinds of records for children attending our setting:

1. **Developmental records**

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- They are kept in your child's classroom and can be accessed, and contributed to, by staff, the child, and the child's parents.

2. **Personal records**

- These include registration and enrollment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file cabinet and are kept secure by the person in charge in an office.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Access to personal records

Only Parents or guardians may request access to any records held on their child and family.

- Any request to see the child's personal file by a parent or guardian must be made in writing to a director.

Custody Agreements

If there is a custody issue involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation

MEDIA: Movies & Computers

Here at Camp Wild-Life we want our students to learn through play. That is why we limit computer time and Movie time to one event per month. On occasional Friday's we will go to a movie theater.

Parents will be made aware of the movie two weeks in advance and sign a permission slip containing the movie time, the rating, and means of transportation. If you do not wish your child to attend a movie please let your child's teacher know and accommodations will be made.

Clothing and personal belongings

Clothing and shoes should be comfortable. Please send them in clothes and shoes that they can negotiate independently. For example, if your child can not tie, they should be wearing Velcro shoes. Dressing your child for "success" (items they can put on and off themselves) will foster increased independence and self-confidence in your child. We recommend tennis shoes so your child can easily run with less risk of injury. Be sure to send a jacket and other outerwear appropriate for the weather. The children go outside daily, weather and safety permitting. Outside play may be cancelled or shortened with temperatures below 25° F or above 105°, poor air quality, and other unsafe conditions. In this case, the children will play indoors, which is equipped for large & gross motor play.

Your child's backpack is where they can store personal belongings. **It is imperative that you label ALL your child's belongings with first and last names** to prevent any mix-ups.

Camp Wild~Life is not responsible for any lost or missing items. Please, leave belongings that are fragile or that have sentimental value at home.

A complete change of extra clothing is required for each child at the center. This should include a shirt, pants, underwear, shoes, and socks. All items must fit inside a gallon Ziploc bag. You will be notified when clothes are soiled and extra clothing needs to be replenished. Please be diligent in maintaining these supplies. If it becomes necessary for your child to use the extra clothing, be sure to replace it the next day of attendance.

Toys

Camp Wild~Life is fully equipped with everything your child needs to get through their day. Therefore, we ask that children leave their personal belongings (i.e. toys, stuffed animals, markers, etc.) at home. Camp Wild~Life will not be responsible for lost, broken or missing items and toys from home.

Birthday and Holiday parties

On various holidays throughout the camp, we may have celebrations. These celebrations will be listed on weekly lesson plans and on our website.

Birthdays: Birthday treats will take the place of morning or afternoon snack. Utah State Licensing requires these treats to be **store bought and in their original container** so we can check the ingredients. **Consider sending a healthy snack** such as fruit for your child's birthday. Also, keep in mind that no birthday invitations may be passed out at Camp Wild~Life. This is to prevent children from feeling "left out".

Gifts and Bonuses

Gifts: Accepting gifts while appropriate for teachers to occasionally accept gifts from parents or guardians of the children in their care, gifts or other benefits of value offered to them because of your employment or affiliation with Camp Wild~Life should be refused where prohibited by law or whenever they are in excess of a nominal value.

Christmas Bonus (after-care Camp Wild~Life program): During the Christmas Season, to be fair to all teachers and staff we will collect money to go towards an annual teacher bonus. This money is divided out evenly and distributed considering years of employment with St. John's and Camp Wild~Life, and part-time vs. full-time. These bonuses help us all say thank you and allow our teachers to feel appreciated for all their hard work throughout the year.

Communication

Communication is an invaluable tool between Camp Wild~Life and parents. It enables parents to plan and prepare for upcoming events. Camp Wild~Life promises to communicate every event, scheduled day off, unscheduled day off, etc. to parents at least three of the following six ways:

- Kaymbu
- News-letters
- Website
- Fliers
- Email
- Social media

Please be aware and check for these communications often.

Staff Babysitting

Reasoning: Due to the liability the school holds if our staff babysits for program families we have a **No Babysitting Policy**.

No babysitting Policy:

- Our Policy forbids babysitting by Camp Wild~Life or St. John's CCDC staff for program families
- We do not allow employees to solicit babysitting positions while on the job or in the event of termination of employment either by Camp Wild~Life or by the employee
- We do not allow employees to take children off the school premises –even if the parents request the employee be added to the pickup list
- We do not allow employees to babysit enrolled children
- If a parent has a Camp Wild~Life or St. John's CCDC employee babysit they run the risk of being terminated from our program.

We realize this is not an ideal situation but Camp Wild~Life and St. John's CCDC want to be around to continue to bring quality summer programs and childcare to SLC families for years to come. We make all policies out of safety and concern for our employees, parents, students, Camp Wild~Life, and St. John's CCDC. To help out our families we have Parents' Night Out events throughout the year. You can also find local, background checked, babysitters on www.care.com.

HEALTH AND WELLNESS

The **Child Health History/Assessment** form (which must be completed annually or as conditions arise) and a **Utah School Immunization Record** for your child must be completed and returned prior to first day of enrollment. Utah State Licensing requires these forms be on file before a child can be admitted into the center.

Illness

Your child's health is of major importance to us. If your child has an infectious illness, please do not bring him/her to school. Not only will your child be uncomfortable, but it is also unfair to expose other children and teachers to the illness. Alternate care must be found if your child is ill.

A daily health check of each child is done upon arrival to the classroom. Children exhibiting any active symptoms of illness or infection will not be admitted. If symptoms appear during the school day, you will be contacted and asked to arrange for immediate pick up. Your child will be isolated from the other children and kept as comfortable as possible until you arrive. If you cannot be reached, the persons on your Emergency Contact List in your child's enrollment packet will be called to pick up your child.

Your child must be symptom free for 24 hours (one school day) without the use of fever reducers and medications.

Managing Illness:

- Please wash you and your child's hands upon arrival to school
- Please keep up to date on your child's immunizations
- Families should plan to pick up children promptly (within an hour) and keep them home when their child is too ill to remain in a group setting.

Your child may be too ill if:

- If they have a fever of or above 101* If they have diarrhea and/or vomiting
- If they have unusually heavy nasal discharge or constant cough
- If they are unusually fussy or cranky, and generally out of sorts
- If they are unusually drowsy or tired
- If your child has any symptoms of a communicable disease (this may include but is not limited to: reddened and itchy eyes, sore throat, headache, spots or rash, abdominal pain, fever)
- Lice

*Please notify the school right away if your child does contract a communicable disease so that the school can notify the other parents in that specific classroom and or school. Letters go home informing parents of a disease if there are at least two diagnosed cases.

Your Child may attend if he or she...

- Is over a cold but a minor nasal drip remains
- Has been on antibiotics for over a 24-hr. period and fever is gone
- Has been exposed to a communicable disease but the school has been notified that the incubation period has lapsed and child isn't showing signs or symptoms.

Infectious disease exclusion

Children will be excluded from school if they show symptoms of:

- **Chicken Pox** – Children must stay home 7-10 days or until **all** pox have scabbed over.
- **Pink Eye** – Children can return after they have been on antibiotics for at least 24 hours.

- **Strep Throat**– Children must be on antibiotics for at least 24 hours before returning.
- **Severe Diarrhea** – Children can return when symptoms have not appeared for 24 hours.
- **Head Lice** – Children may not return until treated with proper medication and child is free of nits (eggs laid by lice). **A child may return to school only after the treatment and removal of all nits.** Outbreaks of Head Lice are spread by direct contact with infected personal belongings, especially headgear, clothing, brushes and combs. Please be aware that lice can survive for several days at room temperature in the crevices of overstuffed furniture and carpets. Persons will be re-infested with Head Lice if the nits and lice have not been destroyed in the home.

**If CDC (Centers for Disease Control) recommends SLC School District closes, St. John's will close also. **

Medication

If your child needs medication administered during the day you must do the following:

- Fill out a **Medication Release Form completely**
- Verbally review the form with the teacher
- Medication needs to be placed in the classrooms locked container or a preschool refrigerator in a sealed container.
- **Utah State Licensing requires all medication to be in the original container and labeled with the child's first and last name.**

Immunizations

To comply with Utah State Licensing, children enrolling in Camp Wild~Life must present us with a **Utah School Immunization Record** updated with current immunizations required according to their age. This record must be kept up-to-date in the CCDC office. Frequent reminders will be sent out to help you stay up to date.

Utah State Licensing requires children to be excluded from school if they are not up-to-date on immunizations. If you and your family have decided to file an Immunization Exemption with the health department please provide us with a copy for our files.

Hand Washing

Each child, parent and teacher are asked to wash their hands upon arrival. This is an important tool in keeping down illness in our school. Help your child make this a routine once they enter their classroom.

Children wash their hands several times throughout the day including after using the bathroom or having their diaper changed. They're also required to wash their hands before and after snack and lunch, before and after playing in sand and water tables, coming in from outside and any other time the teacher finds it necessary.

Our staff is required to wash their hands after each individual diaper change, after assisting a child in the bathroom, after using the bathroom, after contact with bodily fluids, before food preparation, after outside play and after cleaning. They will also be continually washing their hands throughout the day.

Food prep, snacks, and lunches

Nutrition is vital for proper growth and development of a child's body. Since nutritional habits are formed early in life, we will always serve satisfying and nutritious meals or snacks to our students.

- Food Prep: St. John's does not prep food on site. We may have a hot lunch program through Head Start that delivers dependent on the location your child attends.
- Student Allergies are posted in every classroom. **Please notify the school office in writing if your child has any food related allergies, food sensitivities or dietary needs. These needs change throughout the year. Help us stay updated.**
- Our teachers and staff will offer snacks or meals every three hours
- Lunch and snacks are served in your child's classroom.
- Each snack will consist of two nutritious food groups, such as grains and fruits, and a beverage. If you are interested in bringing a NUT-FREE snack for the class, or volunteering to prepare snack, please notify the classroom teacher one week in advance.
- The snack & lunch menus for preschool age students are posted on the Parent Bulletin Board near the entrance. Refer to the Infant/Toddler room for infant snack policies.
- When packing your child's cold lunch please make sure that food is cut to an appropriate size to avoid choking.
- Please label all lunches or food brought into the center with your child's name and place it in the appropriate fridge. See the office for details.
- Table manners, social skills, counting practice, pouring skills and nutritional values are just a few examples of learning that take place during meal time.

Emergency Plans

Fire and/or disaster drills are practiced on a regular basis. An evacuation plan is posted, and the staff is trained for emergencies. In the case of an evacuation you may find us at our safe

shelter. All families will be contacted when permission is granted by officials with the location of our safe shelter. Please see our Disaster recovery plans for more information.

Injury

Any time your child is injured or causes injury, an **Accident/Incident Report** is sent home. If the injury is serious, 911 will be called and parents will be notified by phone immediately. If you cannot be reached, an emergency contact will be called. We may find it necessary to contact the physician or dentist on your child's enrollment packet as well as take your child to a hospital emergency room. The director or staff member in charge will make all decisions about the care of your child if you cannot be reached.

An **Emergency Assistance Authorization Form** was signed upon enrollment. You assume all responsibility for any expense that may result. Camp Wild~Life it's teachers and staff thereof shall not be held liable for any injury that occurs at the center as a result of the steps taken to obtain emergency medical care for your child. It is to your child's benefit that you keep the center up-to-date on phone numbers, emergency numbers, and any other information that would aid in the assessment of your child upon injury.

If your child requires special care to prevent an injury we require an **Individual Health Plan (IHP)** to be filled out on the student. This is the parent's responsibility. If we do not have an **IHP** on file Camp Wild~Life is not liable for any injury.

Reasons for filling out an IHP but not limited to:

- Life threatening Allergies
- Special instructions for Asthmatic students
- Special Care for already sustained injuries
- Special Care for individuals with special needs
- Special eating instructions or swallowing issues
- Special cleaning instructions for diapered children

***All staff members are trained in First Aid and CPR for infants, young children and adults.**

Reporting Child Abuse

By law, any staff member of St. John's CCDC who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, is required to immediately report or cause a report of such fact to Salt Lake Human Services Department.