



**CHRIST
COMMUNITY**
CHURCH



PARENT HANDBOOK 2019

4400 55th St. NW
Rochester, MN 55901
507.282.4840
kkrochester.org



Summer 2019

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 three age groups: Explorer (preschool, Adventurer (completed grades K-2) and Trailblazer (completed grades 3-6).

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 a minimum of 9 weeks.

Part Time Enrollment

PT enrollment opens in April. PT is open to families desiring full weeks, but not a FT schedule. We do not accept any enrollment for specific days.

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 a full 2 weeks of tuition from the date of written notice.

Student Forms The Enrollment form, Health Care Summary, and Immunization Record must be received by the office prior to the first day of camp.

HOURS

June 10th to August 16th, 2019.

***Closed Thursday, July 4th & Friday, July 5th

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 PAMENTS

Weekly Rate: \$180

\$15 off the second child's weekly tuition

\$30 off the third child's weekly tuition

- Payment options: Cash, Check, Credit Card, Automated Checking/Credit Card
- Please make checks payable to Kingdom Kids.
- Tuition is due on Monday one week ahead.
- A \$10 late fee will be added for late payments made after 5:30pm on Monday.

- Campers may not attend weeks that are unpaid
- No refunds for days missed for illness, vacation etc.
- Checks returned for NSF will incur a \$25 service fee.

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 every day. Preschool Campers field trip day is Wednesday. Additional shirts may be purchased in the Kingdom Kids office.

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 permitted at the pool only.

MEALS AND SNACKS

Breakfast

Breakfast is provided and is served daily from 8:00 - 8:30am (Pre-K and K-2nd grade) and 8:30 - 9:00am (3rd-6th grade). A menu is posted on the bulletin board.

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. Staff may heat microwavable items on non-field trip days. If a camper brings a microwavable meal on a field trip day, a lunchable® will be provided as a substitute. Your account will be charged \$3.00.

Water

School age campers are encouraged to bring water bottles.

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

Two snacks (morning and afternoon) are provided for the PreK camp. An afternoon snack is provided each day for K-6th grade campers. School age campers can pack extra snacks, in their lunchbox, if they feel there is a need.

WHAT TO BRING

Back pack, change of clothes, and a lunch (including a beverage).

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.
- PreK campers who are 4 by June 1st will visit a local zero depth pool each Wednesday afternoon.

DROP-OFF/PICK-UP

All children must be checked in every day. At the time of check in, you will receive a security receipt. This receipt information is necessary to check out your child at the end of the day. School Age campers will be in the gym each morning until 8:00am and again each day after 3:30pm. PreK campers will be in the gym until 7:30am and after 4:00pm.

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.

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 security receipt information and identification.

PREK REST TIME

The PreK campers will have a rest time each afternoon. They will need to rest quietly for a minimum of 30 minutes. Those who do not fall asleep will be allowed to choose a quiet activity after that time.

ABSENCE

Please call the office (282-4840) if your child will be absent.

SUNSCREEN

Outdoor activities are an important part of camp. Sunscreen is provided by Camp Kingdom Kids. There is a one- time, \$10 sunscreen fee included in each registration. 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 when in service.

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 Kingdom Kids' child care program plan is available for review upon request.

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.

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Makes a Report

- Kingdom Kids is a licensed facility, and therefore, all staff is legally required or mandated to report and cannot shift the responsibility of reporting to their supervisor or to anyone else at the licensed facility. If a KK staff member knows or has reason to believe a child is being or has been neglected, physically, sexually, or emotionally abused within the preceding three years, he/she must immediately (within 24 hours) make a report to an outside agency.
- Any person may voluntarily report abuse or neglect.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring within a licensed facility 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 at 507.328.6750.
- If a report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, 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). A copy is available in the Kingdom Kids office.
- 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/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.

If you have questions regarding our Minnesota child care license please contact the DHS at 651.431-6500.

Internal Review

Policy

In the event that a Kingdom Kids staff person is suspected of maltreatment, Camp Kingdom Kids will ensure that an internal review is completed, within 30 days, and that corrective action is taken, if necessary, to protect the health and safety of children in care.

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, an internal review will be conducted by the director. If the director is involved in the alleged or suspected maltreatment, the director of administration will complete the internal review and will report the incident to the senior pastor. The KK director or director of administration will provide the internal review to the commissioner upon request.

Procedure:

- The director will review current procedures and policies to determine if appropriate actions were followed and to determine if the policies/procedures themselves are adequate.
- The director will assess whether additional staff training is needed.
- The reported event will be compared against similar past events and services utilized in the event.
- At all times the director will protect the health/safety of the children.
- Based on the results of the internal review the director will develop, document and implement a corrective action plan when deemed necessary.

ILLNESS OR INJURY

Illness

Children who have a temperature of 100 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:

- A. 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;
B. With chicken pox until the child is no longer infectious or until the lesions are crusted over;
C. Who has vomited two or more times since admission that day;
D. Who has had three or more abnormally loose stools since admission that day;
E. Who has contagious conjunctivitis or pus draining from the eye within the last 24 hours;
F. Who has a bacterial infection such as streptococcal pharyngitis or impetigo and not completed 24 hours of antimicrobial therapy;
G. Who has unexplained lethargy;
H. Who has lice, ringworm, or scabies that is untreated and contagious to others;
I. Who has a 100 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
J. Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
K. Who has significant respiratory distress;
L. Who is not able to participate in the child's program activities with reasonable comfort.
M. 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

If there are any changes taking place in your home routine or something has occurred that may be upsetting to your child, please notify the team lead by calling camp, emailing them or sending a note. Many times a child's behavior will change (moodiness, crying, clinging) during these times, and the leaders will be better equipped to deal with the root of the problem and help the child adjust better.

Behavior Guidance & Discipline

Camp Kingdom Kids strives to provide a safe and happy environment for each child. Because we believe that every child has a right to physical and emotional safety, we have established certain behavior standards. The leaders will correct any camper who is being disruptive to the group or showing inappropriate behavior (see examples below).

The leader will:

- Verbally communicate with the child and redirect the child in order to correct the behavior.
- If the leader's attempt to redirect the child is unsuccessful, the child will 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.
- If a student is separated from the group three times in one day, the leader will notify the child's parents and complete a Parent Notification Separation Report for the student's parents and the student's file.

The following are examples of inappropriate behaviors:

1. Injury – any physical or mental or threatened injury, inflicted by a person other than by accidental means.

2. Emotional – yelling at, belittling, criticizing or bullying.
3. Inappropriate Touch – any touch or suggested touch above or under clothing that is suggestive or uncomfortable.
4. Destruction of Property – showing disrespect for equipment, games, toys and/or building.
5. Inappropriate Language – showing disrespect by talking back, swearing, name calling, or demeaning.
6. Harassment of Staff or Children – threatening behavior, disruption of class, inappropriate conduct, or failure to follow direction from a teacher.
7. Not following center rules and policies.

If any of the above behaviors are displayed, the following plan will be followed:

- The Team Lead will notify the parents with a written behavior report 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's misbehavior continues, or the child exhibits severely disruptive 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 as a warning. 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 teacher 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 feel 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 and/or phone and asked to pick up their child. The announcement will also be made on KFSI radio (92.9), KNLW radio (98.9), KROC radio (106.9), and on KTTC channel 12.

COMMUNICATION

A weekly newsletter will be available on the check-in counter, and emailed to parents each Friday afternoon. The newsletter will include activities and fieldtrips 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.