

# KidsQuest Day Camp

## Policy Manual



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# Introduction

## General Information

KidsQuest Day Camp located at 85 Keslar road in Winnipeg, MB has provided families in the Richmond West community and beyond with summer childcare and programming for over 15 years. Families can sign their children aged 6-12 up for any number of our 5 weeks of day camp. Children going into Grade 1 and children who have completed Grade 6 are invited. KidsQuest is operated through The Salvation Army Southlands Community Church with the mission of sharing the love of Jesus Christ, meeting human need, and being a transforming influence in the communities of our world. We welcome children of all beliefs, ethnicities, and abilities, and do our best to work with families to make our space inclusive to all. At a typical day of day camp, we share Bible stories, offer a variety of sports, fun crafts, performing arts activities like drama or choir, and special events like water day, bike day, movie day, and more. There really is something for everyone!

## Staff

We will have 6 staff members to facilitate our day camp program: A Program Director, a Leader in Training Director, and four Day Camp Counselors. The Program Director gives oversight to all day camp programming, liaisons with parents/guardians, and provides support and direction to our day camp counselors. The counselors work with the children to supervise and guide them through each day's activities. The LIT Director gives oversight to our teenaged volunteers who have signed up for the LIT Program to be mentored and assist with camp programming. All staff members must submit a Criminal Record Check, Child Abuse Registry Check, and a certificate of completion of our Child Abuse Prevention Training modules before they can work with the children at our camp. Selected staff will be certified in standard First-Aid and CPR as well as have their Safe Food Handler's certification.

## Leader in Training (LIT) Program

Our LIT Program builds up and encourages teenaged students to become leaders in their communities. Students must have completed Grade 7 to volunteer and can choose to volunteer for 1 or 2 weeks of our summer day camp. Our LIT Director offers them leadership opportunities with the kids which could include leading games/activities or supporting the counselors, and organizes their schedules to be most helpful to the needs of the camp. LITs will also assist with cleaning and sanitization to help us adhere to Covid-19 guidelines. The LIT Director challenges participants to grow in their faith as they look to Jesus as the example of a leader who serves. Many participants use their LIT experience to count towards volunteer hours for high school credit.

## Core Values

As a ministry of The Salvation Army, we seek to uphold The Salvation Army's Core Values in all aspects of our day camp programming. They are:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

## Code of Conduct

All staff, children, parents/guardians, and others involved with our program are expected to behave in a respectful manner and comply with this code of conduct.

Guiding Principles for Appropriate Behaviour:

1. **Be Respectful** – We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others. We are respectful of the environment, equipment and materials.

2. **Be Responsible** – We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.
3. **Be Safe** – We work and play safely to help keep ourselves and others from getting hurt.
4. **Be Cooperative** – We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.
5. **Be Supportive of Learning** – We learn to the best of our abilities and support the learning of others.

#### Unacceptable Behaviours:

- All forms of bullying (physical, verbal, emotional, social, or cyber bullying), including comments, actions, or visual displays that are intentional, hurtful and repetitive (e.g., hitting, pushing, name-calling, gossip)
- Harassment including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person would know is unwelcome
- All forms of abuse (e.g., sexual, physical, verbal, psychological) or discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender, sexual orientation, marital or family status, source of income, political belief, or actions that put another person at risk of harm including violent physical acts (with or without a weapon)
- Threatening someone
- Inappropriate use of technology including email, the internet, and all other online communication applications and platforms

This code of conduct sets out the expectations for respectful behaviours within our facility and is meant to assist in maintaining a safe, caring learning environment for all who participate in our program. KidsQuest Day Camp reserves the right to suspend or dismiss a staff member or to suspend or withdraw child care services because of a child's or family member's inappropriate behaviour if deemed necessary as a last resort.

# Administration

## Registration

Registration will take place online through our church website ([www.southlandchurch.com/kidsquest-day-camp/](http://www.southlandchurch.com/kidsquest-day-camp/)). We accept children turning 6 years old in the respective camp year, as well as students who will be entering Grade 7 in the fall of each camp year. Registration opens in the spring and remains open until camp begins or all spots are filled. There is no limit to the number of weeks you can sign up for. Each week will offer different stories, crafts, and activities.

KidsQuest Day Camp accepts and welcomes all children, regardless of their race, national or ethnic origin, religion, gender, and/or mental or physical disability. We recognize that our camp staff may not have the qualifications to care for children with certain special needs, however, we will support the child's support provider who is required to attend KidsQuest Day Camp with the child.

## Payment

At the end of the registration process, you will have the option to pay for camp online or to come to the church office to pay in person. Camp costs are as follows:

**Week 1 | July 5-9, 2021 | \$140**

**Week 2 | July 12-16, 2021 | \$140**

**Week 3 | July 19-23, 2021 | \$140**

**Week 4 | July 26-30, 2021 | \$140**

**Week 5 | August 3-6, 2021 | \$125**

\*Please note that there will be no day camp on Monday August 2, 2021

Payment of a non-refundable registration fee of \$30 is collected to confirm a spot for the child. Parents/guardians must provide payment before commencement of the first day of camp or have communicated an alternate payment plan with the admin team. Receipts for payments will be provided upon receiving the payment whether online or in person. All NSF cheques will be charged \$40. Subsidies are available on a sliding scale. Please ask the office staff for more details.

## **Hours of Operation**

We operate daily from 9:00am-4:30pm. Early drop-off time between 8:00am and 8:45am, or late pick-up time between 4:45pm and 5:30pm is available at a flat-rate fee of \$25 per week. Our extended care at KidsQuest closes at 5:30pm and we ask that every effort be made to have your child picked up from camp by this time. A late fee of \$15 per child for every 15 minutes extra will be charged.

## **Withdrawal Policy**

Parents/guardians must give our office one (1) weeks' notice before withdrawing a child from our program. If we receive notice within this timeframe, we will offer a full refund minus the \$30 registration fee. No refunds are made for absences.

## **Parental Separation**

In the event of parental separation, the parent or guardian must inform KidsQuest Day Camp of the custody and access arrangements and where applicable, must supply the camp with a copy of the custody agreement or court order pertaining to the children attending the program.

## **Confidentiality**

Personal information provided to KidsQuest Day Camp concerning you and your family is kept confidential. We do not release any information in your child's file to third parties except with your written consent.

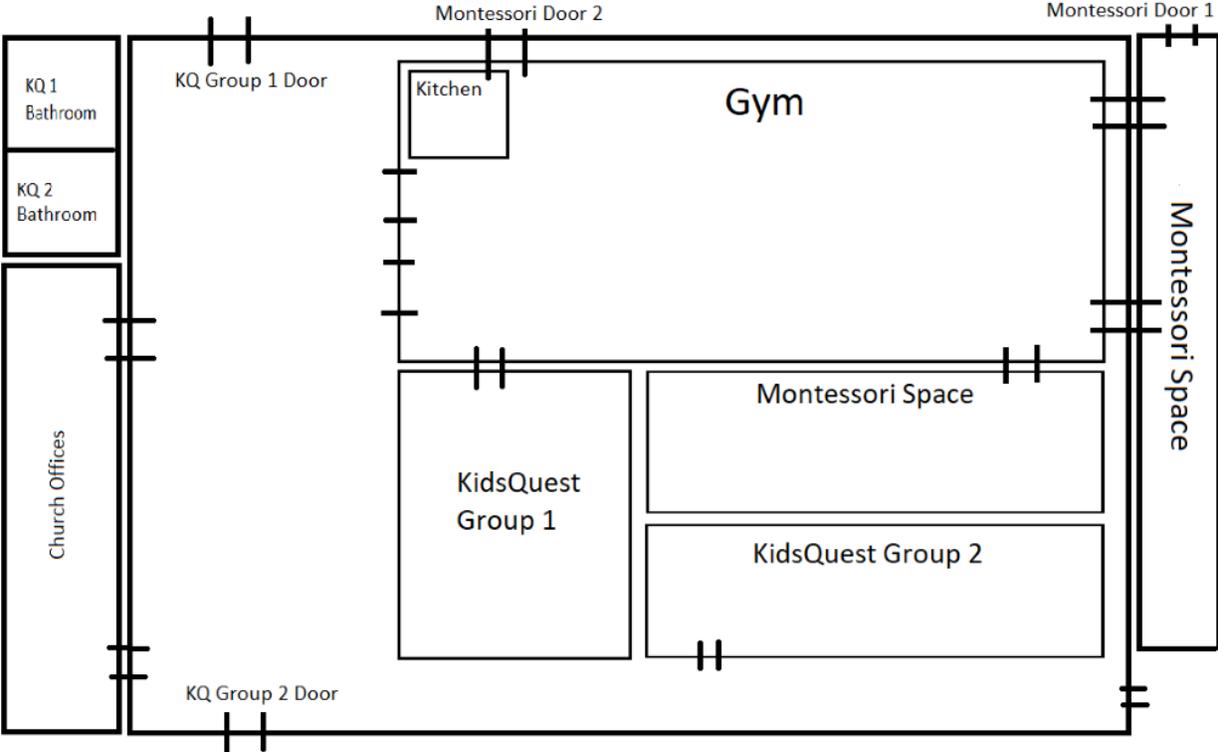
# Program

We recognize that by offering camp during a pandemic, there are risks involved. We have put the following measures in place in hopes of minimizing risk to families, staff, and volunteers in contracting Covid-19 at our summer program.

## Capacity & Group Size

Our total capacity of campers for each week of day camp will be 24 children. Children will be divided into two groups of 12 and assigned two day camp counselors per group. Each group will have a designated washroom and classroom space where they can store their belongings. Classrooms will be used for different camp activities as well as lunch and snack time. Groups will run on different schedules and not intermingle with each other. There will be designated entrances/exits for each group.

This map is a rough outline of the designated spaces and entrances/exits for each group:



## **Arrival & Screening Procedure**

Each day before coming to camp, we encourage families to consider whether it is best for the child/ren to attend camp. If children are not feeling well, they should not come to camp. Upon arrival, families will line up outside in front of their designated entrance. Parents/guardians must accompany their child to the registration table and ensure they sign the child into the program each day. A staff member will ask parents/guardians the screening questions, as well as do a temperature check of all campers. Hand sanitizer will be offered, or children can wash their hands in the washroom before joining the other campers. Masks must be worn at all times in the church building unless seated in their designated place in the classroom. KidsQuest staff responsibility for each child begins when they are officially signed in.

If a temperature is recorded at 100.4 degrees Fahrenheit (or 38 degrees Celsius), the child will not be permitted entry into the building that day. Children with other Covid-19 symptoms such as sore throat, difficulty breathing, nausea/vomiting, diarrhea, or headache will also not be permitted entry into the building. Children must be symptom free for 24 hours before joining the KidsQuest program.

## **Departure Procedure**

At the end of the day when you arrive to pick up your child, a staff member will meet you at the designated entrance. To minimize traffic inside the church building, we ask that parents/guardians wait outside while we notify the child that it is time to leave. The staff member will then ask you to sign-out the child before leaving the property. Only parents/guardians listed on the registration form as well as the listed emergency contact will be permitted to pick up the child. Staff may ask your name or to see government-issued photo identification to authorize pick-up of a child. Please notify staff if you would like to grant permission for another adult to pick up your child.

## **Sanitization and Cleaning**

Staff and LITs will follow a strict cleaning schedule to minimize risk of possible Covid-19 transmission. Washrooms and high touch surfaces like door handles will be cleaned every two hours, and sports equipment as well as other supplies will be cleaned after each use or in between activities.

## **Other Covid-19 Precautions**

Other ways we are aiming to minimize risk include:

- Tables and chairs will be spread out to accommodate physical distancing of 2 meters
- Day camp counsellors will be assigned to the same group for the duration of each week
- Masks to be worn indoors at all times unless seated at designated table
- As many activities as possible will take place outdoors
- Designated windows and doors will be kept open to assist with air circulation
- No field trips by bus

## **Emergency Procedures**

In case of program closure due to inclement weather, fire, water cut, power outage, or identification of a Covid-19 case at camp, parents/guardians will be informed via phone call. Depending on the nature of the emergency, further instructions/information will be given at that time. As a precaution, KidsQuest runs fire drills once per week so children understand what to do if that particular situation occurs.

## **Medication Administration Policy**

Parents/guardians must indicate on the registration form if a child requires medication during their time at day camp. Day camp staff will only administer medication prescribed by a physician that bears the original pharmacist's label indicating:

- Physician's name
- Date and number of the prescription
- Type of medication
- Child's name
- Dosage

Any medication must always be given directly to a staff member upon arrival for safe and secure storage. Parents/guardians must sign a permission form with the staff person in attendance before the medication can be administered to the child at camp. Please do not leave any medication in your child's backpack, belongings, or lunch bag.

## **Behaviour Management Policy**

At the start of each week, KidsQuest staff go over rules and expectations for the children attending our program. All staff follow a positive approach towards the children in our programs and do not permit, practice, or inflict any form of physical punishment, verbal or emotional abuse or denial of physical necessities for any child in attendance at day camp. All children are treated with love and respect. In case of any child misbehaving or hurting another child or staff person, the child will be redirected to another area, the staff will explain to the child why his/her behaviour is not acceptable and direct them to another activity. We aim to provide a well-prepared environment which will promote acceptable behaviour and where children learn to respect themselves, other people, and their environment. In case of more serious misbehaviour such as racial or physical abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.

We work in partnership with children and parents/guardians. Parents/guardians are regularly informed about their children's behaviour by the KidsQuest staff, and staff are encouraged to document inappropriate behaviour immediately following any incident so they can present all relevant information to parents/guardians so we can work together to find the cause and develop a plan to respond appropriately. In extreme cases, should the unacceptable behaviour continue and if families are not willing to work with the KidsQuest Staff, the child will be withdrawn from the program.

## What to Bring to Camp

Each child should bring the following items daily:

- Running shoes
- A complete change of clothes (shirts, pants, underwear, socks)
- Hat
- Sunscreen & bug spray
- Bathing suit & towel (as advised)
- Peanut-free lunch
- 1 snack
- Water bottle
- 2 face masks (one to wear and an extra if needed)

## Online Camp

In the event of an outbreak of Covid-19 at our camp or a change in status of the Manitoba Pandemic Response System that prevents in-person day camp operations, we are prepared to move our camp program online using Zoom. Campers will be able to participate in a full day of online fun with supplies safely delivered to their door.

## Questions?

For questions about the registration process or to make arrangements for in-person payment, contact our Admin Assistant by phone at 204-946-9160 or by email at [info@southlandschurch.com](mailto:info@southlandschurch.com).

For questions about day camp programming, the LIT Program, or more information about how we plan to follow Covid-19 protocols, contact Jenny by phone at 204-226-7454 or by email at [southlandsyouth@gmail.com](mailto:southlandsyouth@gmail.com).