

WELCOME TO HORACE MANN
SUMMER PROGRAM
CAMP GOOSETOWN
2019

A PARENT'S GUIDE TO THE
MANN SUMMER DAY CAMP
319-325-4080

Purpose and Philosophy: The Horace Mann summer program called Camp Goosetown is a non-profit organization developed to provide a dependable weekly summer camp alternative for children age 5 through sixth grade. The program offers a variety of activities that help stimulate self expression, explorations, and further the development of the children in a safe, fun , and friendly atmosphere.

Enrollment Forms: The Department of Human Services of Johnson County, DHS, requires all children to have the following forms on file and updated at all times.

- Medical/Dental Emergency Forms
- Pickup Permission Form
- Release Authorization: travel, photo, records
- State of Health Status
- Travel & Activity Authorization
- Intake Sheet
- Non-Center Activity Form as deemed necessary
- Food and all other allergies plan
- Permission for Sunscreen and Insect repellent application
- ACH Direct Deposit Authorization Form

If your child has not attended the Mann BASP during the school year, the above forms must be completed and returned before your child/ren can attend Camp Goosetown.

Tuition: During the summer, tuition is \$200 per week per child PLUS additional activity fees depending on the weekly activities. Your non-refundable deposit of \$50 per week enrolled will be applied toward this fee. The \$50 non-refundable per week deposit is **due by May 1**. If registration is not received by May 1 an additional \$25.00 will be charged. Sessions 1 payment are **due June 1**. Sessions 2 are **due July 1**. If the payment is not received on the second day of each session, your child will be

suspended from the program until the payment is received. As of 2019, all tuition including deposits, will be collected through ACH direct deposit at Hills Bank.

Hours of Operation: 7:30 a.m. - 5:30 p.m.

The program will open at 7:30 a.m. Children who are picked up after 5:30 p.m. will be assessed a late fee charge of \$15 per child for every 15 minutes late. We reserve the right to withdraw childcare services if three overtime charges occur.

Administration and Staff: The Mann BASP Board of Directors will administer the summer program jointly with the Mann BASP Director, who will direct the program. Staff trained in First Aid, CPR, Universal Precautions and Child Abuse will be on site at all times. All staff are 18 years or older. Please take the time to introduce yourselves.

Arrival and Departure Procedure: Every child must be signed in and signed out by a parent, guardian, or designated pickup person. A designated pick-up person must be 18 years or older. This procedure is required for safety precautions, is mandated by DHS and is essential for communication of important details for upcoming events/ changes in schedule. ****For families arriving at Camp during a fieldtrip, such as the library, please make sure to have the drop off person check in with a staff member.**

Children will **not** be allowed to leave in a manner other than the above without advance written notification to the Director. In cases where children are expected to walk home, catch a bus, leave early or deviate in any other way from the regular camp procedures, you **must** contact staff in writing (special forms available). If you anticipate someone other than the responsible parent or guardian picking up your child/ren, you must complete permission for release form **in advance**.

Swimming: We take everyone swimming, so we need to know if your child does not know how to swim or if you have any special requests. We swim at many different locations and your children are well supervised. If your child wants to bring things to play with at the pool, you must label them with their name and program name. The children must know they are responsible for them, not the program staff. On swimming days we like your children to bring a water resistant bag or large baggie to put wet swim wear in. This will prevent their belongings from getting wet. Each child will need a fresh towel weekly. Children should bring a brush or comb. It must be stored in their backpacks and not shared by others. Regulation swimwear is required at the pool.

On just swimming days, we will leave Horace Mann at approximately 12:00 and we will return from the pool by approximately 3:30. As of 2019, children will no longer be able to

bring snack money to the pool to purchase food or drinks. A swimming pass for your child is included in the program fee.

Sunscreens: Sunscreen will be applied to all children enrolled in the summer program 30 minutes prior to sun exposure. If parents/guardians desire lip balm for their child, they should inform the program staff. We do put sunscreen on all children before outside field trips and swimming.

Parent/Guardian must sign a consent form:

- Allowing staff persons to apply sunscreen and/or lip balm to their child prior to outdoor activities
- Stating their child is not allergic to any of the ingredients in the sunscreen or lip balm

We ask that every family donate one bottle of non-water soluble sunscreen W/SPF30 or higher on the first day they come. If you only want your child to use the bottle you provide, you must then label the bottle with your child's name. **Please note that spray sunscreen is not allowed at camp.** We have found in past summers that spray sunscreen can be highly ineffective and easily wasted. We recommend lotion sunscreens and/or sun protection swim shirts in order to sufficiently protect your camper from the sun.

FIELD TRIP/TRANSPORTATION

Field trips are a part of Mann BASP, although most field trips are scheduled during the summer program. Field trips include swimming, business tours, trips to parks, etc. Transportation is by walking, Iowa City/Coralville Transit, buses or vans and chartered buses. Chartered buses or rented vans will require a **\$30 additional fee**. Some trips may require a certain age to attend. Additional activities will be offered for those not meeting the appropriate age if staffing permits.

TRANSPORTATION

441C 109.10(12) Transportation

- As outlined in Iowa Code section 321.446 all children transported in a motor vehicle subject to registration, except a school bus, must be individually secured by a safety belt, safety seat, or harness, in accordance with federal motor vehicle safety standards and the manufacturer's instructions.

- Children under the age of six shall be secured during transit in a federally-approved child restraint system. Children under one year of age and weighing less than 20 pounds shall be secured during transit in a rear-facing child restraint system.
- Children under the age of 12 shall not be located in the front seating section of the vehicle.
- Drivers of vehicles shall possess a valid driver's license and shall not operate a vehicle while under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair their ability to operate a motor vehicle.
- Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for vehicle and tire maintenance and inspection.
- A copy of their current insurance card will also be one file. Children will stay seated at all times while the vehicle is moving and will talk quietly. No food or beverages will be consumed in the vehicles.
- Field trip permission forms must be completed and signed by parents preceding the field trip. The permission form will state the destination of the field trip, the times of departure and arrival back at the program, the purpose of the field trip and other special notes concerning the trip.
- Parents and children have the option of participating in field trips. If children choose not to participate, another activity will be provided if staff/child ratios warrant a staff staying behind. Notification of such trips are planned 2 weeks in advance and posted on the activity calendar.
- Emergency transportation: In the event of a medical emergency, medical emergency services will be called to assist.

In the event of emergency evacuations while away from the program, the staff shall direct children to the nearest emergency shelter until situations are cleared.

- Staff vehicles and drivers can be used for transportation in an extreme situation, such as approaching severe weather, when the children are not at the program site and a quick return is the safest option.
- All drivers will have a current driver's license and proof of insurance. Copies of these documents will be kept in the program files.
- The director will screen all volunteer parent and staff drivers and their vehicles prior to approving their use for program transportation.
- Volunteer parent drivers will undergo the DHS Background Check as required for all in-school volunteers and sign a Volunteer/Substitute FOrM (consult Director).
- Staff vehicles and drivers may be used only within the Iowa City and Coralville area

- The Director/Staff will not use interstates (I-80 and 380) when transporting children.
- No one under the age of 21 will be allowed to drive vehicles.
- No jeeps or convertibles will be used to transport the children.
- Children will stay seated at all times while the vehicle is moving and will talk quietly.
- No food or beverages will be consumed in the vehicles.

What to wear: Each family will have the opportunity to purchase extra shirts for their child at a cost of \$15 per shirt while supplies last. Campers may wear the previous year's shirts as long as they are in good shape. Children must wear their shirts **daily** or especially during the field trips and when we are away from the school. Check calendar. Shorts and pants are both acceptable and should be chosen according to weather conditions. Tennis shoes and socks are required. Velcro closure shoes are fine. Sandals or flip flops may be brought for use at the pool, but **will not be allowed** during the day's activities.

Each child will be provided an individual basket and hook to put their belongings in. Campers should bring extra label clothing.

Snack Lunch Snack: We do have a morning and afternoon snack daily. The morning snack is not breakfast! It is only a small snack to tide them over until lunch and is always served before 9 a.m. The afternoon snack is usually served between 3:30-4:30. Lunch is your responsibility and your child needs a lunch every day unless posted otherwise. Please remember that your children use up lots of energy during the day. Their lunch needs to have things that they will eat but still healthy and nutritious. Each child is required to bring a well-balanced meal and a drink for lunch each day. Lunches can be stored in the cooler at the beginning of each day; however, experience shows that packing lunches in boxes or collapsible zippered carriers along with pre-frozen blue ice packs works very well. Another method, which works well, is to freeze your child's beverage (water, juice) in liquid tight containers, and place other food items next to it. The drink will thaw by lunchtime and the other food items will remain cool. Due to storage restrictions, bulky coolers are discouraged. Ice water bottles can be brought when on field trips. On field trips, lunches can be bought with money your child brings. Summer program is a **nut free environment**. If it is necessary to bring a peanut product, please discuss this with a camp supervisor upon arrival. A designated table will be provided for children that bring nut products in their lunches.

Birthday or other special treats may be brought throughout the summer.

Activities Not Sponsored By The Program: Transportation arrangements and applicable release forms for outside activities such as summer school, lessons, etc. will be the sole responsibility of the parent/guardian. Any child leaving the program alone or with an adult other than the parent will be required to have appropriate release forms on file, as well as a schedule indicating when such activities take place.

Closed: The program will be closed July 4 and 5.

Notes and Messages: The summer program phone number is 319-325-4080. Leave a brief message if no one answers. Additional phone numbers will be announced during the first week of camp.

Summer Long Activities: This summer we will participate in our own reading program. Each day before lunch, we will have a reading time where campers may choose to participate in the Library's summer reading program. All children are responsible for using their library cards, checking books out and returning all items.

Program Routine: During most mornings, centers will be open until 9 a.m. in either the gym or your child's designated area. These centers will be used for learning, playing, and growing. Some centers will be art, science, ball time, etc. At around 9 a.m. we will hold a community meeting. Community meeting is an important part of the day. This meeting allows us to discuss the activities for the day and builds a strong relationship between other campers and staff. **Please notify** us if your child will not be arriving by 9 a.m. If you have not contacted the program by 9 a.m., we will assume that your child will be absent for the day.

Camp Goosetown strives to provide dependable care in a safe, fun and friendly environment for families. Most of our campers and counselors have just spent the last year in the school, so during the summer we try to get out as much as possible. We try to stay on schedule. Whenever you are working with children sometimes 9:45 a.m. may become 10 a.m. and then we are late getting places. Alternatively, if it is raining we may cancel an activity or reschedule for later. For campers and their parents who are involved in other activities, this can be a problem. For our part, we will try to communicate and provide schedule information as much as possible. From you we ask the same; tell us your child's schedule, in writing is best, and call us to see where we are especially in adverse weather conditions. Please let us know what we can do to help, and we will try our best (though we may not always be able) to accommodate your needs.

Inclement Weather: Children will remain at the Horace Mann Elementary School should storms begin before 11 a.m. Should storms occur during the afternoon, children will be transported back to the school if we can safely do so.

Health / Illness / Injury: Please DO NOT bring your child to camp if he or she:

1. Has a fever of 100 degrees or above.
2. Is vomiting or has vomited in the last eight hours.
3. Has a communicable illness such as chickenpox, strep bacterial infection, or any illness considered contagious by the Johnson County Health Department.

You will be contact immediately if your child exhibits any of the above symptoms.

You will be asked to remove your child until the symptoms have subsided.

If you child is ill or will not be attending camp for any other reason, call your child's group phone number. If you child becomes ill or injured during the day we will call the person listed on the EMERGENCY INFORMATION you provided us. If this information changes throughout the summer, please notify us.

Medications:

DISTRIBUTION OF MEDICATIONS

Whenever a child is to be given prescription medication, the parent shall provide the program director a completed, signed medication authorization form. The medication must be provided in the original or duplicate container accompanied by the physician's directions. If medication is to be kept at the program for treatment of a chronic condition, no more than a one month's supply should remain at the program at any given time.

The designated staff member will document, administer and record medication, date, time dosage and initial the completed medication form. The form will be stored on the BASP kitchen refrigerator. Staff will document dispensed medication daily. If the medication is not administered as authorized, a notation explaining the reason will also be documented. Refrigerated medications will be stored in a sealed container in the BASP kitchen refrigerator. Unrefrigerated medication will be stored in the kitchen cupboard in a locked container.

If your child has a known condition (asthma, diabetes, allergies, seizure disorder, etc.) please be sure the director know what to do if a problem should occur during the program hours. Please make sure that any medication if needed is available and that the appropriate forms for its use have been completed.

1. Medications should not be sent in your child's backpack or left with your child's counselor.
2. All medications **MUST BE** in the original container with the name of the medication, physician's name and amount to be given printed on the label. The pharmacist will usually divide the medication into two separate containers upon your request.
3. Parents must fill out and sign a medication release form located in the kitchen area in order for medication(s) to be administered by Camp Goosetown staff. This includes non-prescription drugs, creams, suntan lotion, etc.
4. Camp Goosetown staff will administer all medications. Please leave your child's medication in the kitchen area with the release form. You may pick it up at the end of the day if necessary. A new medication release form is to be filled out for each 2 week session.

Allergies: Our program is a **tree nut and peanut free environment**. If your child has an allergy you must fill out an allergy form. If nut products are brought for lunches, a designated table will be available for eating.

Dismissal: The following will warrant dismissal:

1. The child cannot adjust and requires so much individual attention that it prevents the staff from caring for other children.
2. Social or emotional problems so severe as to be detrimental to themselves, other children, or staff.

We will work closely with parents to discourage inappropriate, disruptive or dangerous behavior. In all cases, no child will be withdrawn without an attempt to conference with parents. **Please discuss concerns in advance of attendance. This can save us all from unnecessary miscommunication later.**

Withdrawal: The program policy is to require full payment for all program sessions. The Board of Directors, on a case to case basis, will handle emergency requests for withdrawal.

Contact Information: The program phone number is 319-325-4080. This number has voice and text messaging. Please call this number by 9 a.m. if your child will be absent.

During the summer program, the cell phone will be turned on during program hours:
7:30 a.m. - 5:30 p.m.

Child Care Assistance Programs

Our program accepts all Child Care Assistance programs. It is the parent's responsibility to sign the provided attendance sheets for reimbursement of the weekly fee. Parents will also be responsible for weekly activity fees due prior to the month or pay for the weekly activity on the first day of the week.

Parents are welcome to visit with children and staff before and after activities, but please do not interrupt activities unless it is necessary. Only registered children may participate in camp activities. Parents and guardians are welcome to observe, but **please identify yourself to the staff upon arrival.**

ICCS

Mann BASP has an Interagency Agreement with the Iowa City Community School District.

We look forward to providing exciting summer recreational activities for your child/ren. Please participate in your child's experience through comments and suggestions.

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