

# **SUMMER ELEMENTS 2025 PARENT HANDBOOK**



**HAYSVILLE**  
K A N S A S

**HAYSVILLE RECREATION  
DEPARTMENT**

## **ADMINISTRATION**

The Summer Elements Program and staff are directly supervised by Ciara Leach, Program Coordinator. The Coordinator will meet frequently with the Group Leaders to discuss safety procedures, behavior and group management techniques, KDHE guidelines, weekly schedules, etc.

## **STAFF QUALIFICATIONS**

HRD's employment policy is non-discriminatory based on age, sex, gender or ethnicity. The staff will undergo training before the summer program begins that includes, but is not limited to, CPR, First Aid, Blood Borne Pathogens, KDHE standards & procedures, group management techniques and safety procedures. The Recreation Department will maintain records of education and experience, date of employment, a record of scheduled hours, in-service training, a health record, work references, KBI/SRS child abuse registry and criminal history information.

## **ADMISSION POLICY**

Arrangements for admission of the children must be made prior to the start date to the program. Our admission policy is non-discriminatory in regard to race, color, religion, physical handicap, nation origin, ancestry, or sex, in accordance with K.S.A. 44-1009. All parents are informed of the services offered.

## **HOURS OF OPERATION**

Monday – Friday, 6:30 am - 6:00 pm (Excluding May 26th & July 4th)

## **AGE**

School age children, grades Kindergarten thru 4th (as of January 2025), may participate in the Summer Elements Program.

## **FEES/PAYMENT/LATE FEES/LATE PICK UP FOR CHILD CARE SERVICES**

	<u>1<sup>st</sup> Child</u>	<u>2<sup>nd</sup> Child</u>	<u>3<sup>rd</sup> Child</u>	<u>4<sup>th</sup> Child</u>
<b><u>WEEKLY FEES</u></b>	\$115	\$100	\$95	\$95

- Each participant must be pre-registered.
- The **FIRST** and **LAST** week's entire fees are due at the time of registration. To reserve a spot in additional weeks, you must **CIRCLE** the appropriate weeks on the front page of the enrollment.
- All **CANCELLATION** of weeks **MUST be made by Wednesday, April 30th**. If a cancellation is made **AFTER** this date, the parent is still responsible for that week's **PAYMENT IN FULL**. We do **NOT** give credits for not attending!
- Weekly fees are due by 6:00pm on the **Friday before the coming week of attendance**. Payments received after Friday will be charged a **\$10 late fee**. If payment is not received by the following Wednesday (the week of attendance) your child will not be able to attend again until payment is made in **FULL**.
- Payments are to be made in person at the HAC. Automatic draft payments are available but are **ONLY** allowed on a **WEEKLY BASIS**, cannot be done every two weeks. **CREDITS ARE NOT GIVEN FOR DAYS OF CAMP THAT ARE MISSED. Fees are based on enrollment, not attendance!**

## **DROP-OFF/PICK-UP**

Campers must be brought in or picked up by an authorized person listed on the enrollment form. A staff member will “sign” the child(ren) in on the sign-in or sign-out form. Campers can be dropped off starting at 6:30am, not any time before, even if HRD staff are setting up. For field trips please allow children to enter the building for safety reasons before signing them out. All campers must be picked up from camp no later than 6:00pm. Any parent arriving late for pickup will be charged \$1.00/child for each minute he/she is late. **CAMPERS WILL NOT BE ALLOWED TO RETURN TO CAMP UNTIL THE FEE IS PAID.** If no contact is made with a responsible party after 30 minutes, the Haysville Police Department will be contacted.

## **PARENTAL ACCESS/SPECIAL CUSTODY SITUATIONS**

Each parent or guardian of a child enrolled in the Summer Elements Program shall have access to the premises and child during hours of operation, unless otherwise noted via court documentation. Children whose parents have special custody situations are required to have court documents on file in order for HRD to enforce special agreements. Please note that HRD will release a child at any time to anyone that is listed on the enrollment form as parents or additional persons authorized to pick up. If anyone who is not listed as additional person authorized for pickup arrives at the facility to pick up a child, HRD will contact the parent/guardian immediately. If the parent/guardian can not be reached, the person will not be permitted to take the child until contact is made and authorization has been received.

## **ACTIVITIES**

Summer Elements will include opportunities for both active and quiet times, along with self-directed and group facilitated activities. It will also include activities such as crafts, story time, field trips and physical activities indoors and outdoors.

Children will spend time playing outdoors each day (weather permitting). Only long-term restrictions indicated in the health form with written instructions from a physician will be allowed as exceptions to these guidelines. We strongly suggest parents send a **WATER BOTTLE** everyday with their child to prevent dehydration.

## **WEEKLY SCHEDULE**

Weekly schedules are available on Fridays for the next week’s activities. This is provided so parents can stay informed and plan accordingly. **The schedule is subject to change at the Coordinator’s discretion.** Parents will be notified as soon as possible of any changes.

## **TRANSPORTATION**

Transportation to and from sites for the purpose of childcare is the responsibility of the parents or guardians. Transportation from USD 261 will be arranged for the field trips when necessary. USD 261 will enforce their rules when students are riding on the buses. If a student should lose their bus riding privileges they will no longer be allowed to attend Summer Elements.

## **FIELD TRIPS**

Parents will be required to sign a parental permission form with specified destinations for all off-premise field trips. Transportation arrangements will be made by the Program Coordinator for approved field trips. A calendar of events will be distributed to parents at the time of registration. **Field trips are subject to change at the Coordinator’s discretion.**

## **SICKNESS/ACCIDENTS & EMERGENCIES**

Haysville Recreation understands that sometimes sickness can arise. During this time it is important that we, as a childcare facility, place guidelines for parents to adhere to in order to keep other children from getting sick or becoming infected. Phone numbers for home, work place & designated parents/guardian who is authorized to accept responsibility in case of sudden illness/injury will be in child's file.

1. If a child is vomiting they must remain home for 24 hours after the last upheaval.
2. If a child is running a fever of 99.9 or higher they will be sent home from camp. They must be fever free for 24 hours before returning to camp.
3. All children will spend time playing outdoors each day (weather permitting). Only long-term restrictions indicated in the health form with written instructions from a physician will be allowed as exceptions to these guidelines.
4. If an injury occurs while at camp, first aid will be administered as needed. An accident report will be filled out (copies of the report will be kept on file at the HAC) and the parent will be notified. Parents can receive copy of injury report upon request.

The child's parent will be notified as soon as possible in the case of any emergency. If the child is transported to the emergency room via ambulance, the Program Coordinator or Summer Elements Director will accompany the child.

## **HEAD LICE**

HRD does its best to prevent outbreaks of lice during Summer Elements. Furthermore, we are asking all parents to actively participate in lice prevention methods while their child(ren) attends Summer Elements.

1. Parents should check their child(ren)'s hair on a daily basis to make sure there are no active lice infestations (small, black bugs on the scalp/in the hair).
2. ***All children should bring a backpack or bag to keep their belongings in everyday! Items such as jackets, water bottles, towels, etc. will be kept in their bag at all times. In addition, we encourage each parent to purchase a lice preventative shampoo kit to have at YOUR HOME for treatment. HRD recommends "Lice Shield" which can be purchased at Walmart or on Amazon.***
3. If a child is seen excessively scratching their head, they will be sent to the Program Director or Coordinator to be discretely checked for lice. This is the only instance where HRD staff will do a lice check. HRD will NOT perform regular lice checks.
4. If your child does contact lice and has an active infestation, they will be required to be picked up from Summer Elements and treated with a pediculicide or medicines that kill lice. ***Please follow the CDC guidelines for treatment and retreatment.***
5. Children can return to camp once all live lice and nits (recommended) have been removed.

## **MEDICATION**

Before any medication can be administered, an authorization medical form must be filled out and signed by the parent/guardian. Medications may be administered by certified staff members. All bottles must be in the original box & bottle it was purchased/filled in. For example, an inhaler must come in the original box & container with the prescription label listing the child's name, name of medication, dosage, dosage intervals, name of the physician, date the prescription was filled, etc. This information is required per KDHE regulation.

## **INSURANCE**

The City of Haysville's liability insurance covers all of the Haysville Recreation Department programs. The Summer Elements Program is a HRD program; therefore, any questions should be referred to the Recreation Director.

## **DISCIPLINE & BEHAVIOR MANAGEMENT POLICY**

We believe in a positive form of guidance and behavior management. Our role in guidance is to teach children how to establish independence, make good choices, develop self-discipline, a sense of caring, fair play and maturity. We have frequent discussions involving the children in creating the standards of behavior in the program. Clear limits and rules will be outlined for the children attending Summer Elements. While there are consequences for actions that defy the established limits and rules, rewards will be given to encourage positive behavior and actions that go above and beyond what is expected.

Unfortunately, there are times when children display inappropriate, disruptive or violent behavior. When they do, the following procedures will take place:

**STEP 1. WARNING:** We will let the child know specifically what he/she is doing that we want to stop and we will let them know what action we will take if this behavior continues.

### **STEP 2. FOLLOW THROUGH ON WARNING:**

- A) Receive a Logical Consequence: As stated above, HRD staff believe that we are helping children develop maturity, self-discipline and the ability to make good choices. With that being said, if children are given a logical consequence for violating established rules then they will be ready to act in the correct manner the next time a similar situation arises. Such consequences could include owing time, writing an apology letter or removal of privileges (see below). If the incident requires parent notification staff will fill out a "behavior" form (not to be confused with a write up) and will give it to the parent(s) at pick up. If the incident requires immediate address, then staff will contact the parent(s) via phone.
- B) Removal of Privileges: Attending Summer Elements and participating in all the fun activities is a privilege and HRD staff have the authority to remove those privileges when deemed necessary. If a child is still unable to make the correct choices after already given a logical consequence for their actions, they could face removal of privileges. An example of this could be being moved away from a friend, moved to a different group, not allowed to play during a group game, etc. Parents will be notified in writing, in person or over the phone if privileges are removed.
- C) Parent Notification: As stated in Steps 2A & 2B, parents will be contacted if HRD staff deem necessary. If HRD staff have tried all avenues of intervention one of the last steps would be to contact parents and have them speak with the child. If the problem is severe enough they will be asked to pick up the child immediately. A parent conference will then be scheduled if needed. If parents prefer to have step 2C be their first step in intervention, HRD can note that in the account.

**STEP 3. SUSPENSION:** In the event the child's behavior does not improve after completing Steps 1 & 2 without success, a suspension will be invoked. In addition, a parent meeting will be scheduled and an intervention plan will be created. An intervention plan is a written plan created between HRD staff and parent(s)/guardian to help the child achieve success during their time at Summer Elements.

*In the case of violent or harmful behaviors of self or others, Steps 1 & 2 could be skipped and the child would move immediately to Step 3.*

*If a child has already been suspended once and is about to be suspended again (after parent meeting & intervention plan was created) they will move immediately to Step 4.*

**During a suspension period, any payment made will not be refunded or credited to the account.**

**STEP 4. DISMISSAL:** If the child's behavior upon return from suspension is not improved, he/she will be dismissed from the program. The HRD takes every effort to work positively with each child, but the fact remains that our environment is not conducive to every child.

*If a child was dismissed from the Summer Elements program in the previous year, they will start the summer on Step 3. A parent meeting will be scheduled and an intervention plan will be formed to ensure HRD staff are doing everything they can to help the child achieve success while attending Summer Elements.*

**NOTE:** No refunds due to dismissal will be given for the current week, but a refund will be given for future weeks of registration.

The HRD will NOT use the following disciplinary practices:

- Physical punishment of any type: including shaking, biting, hitting, or putting anything on or over a child's mouth
- Punishment which is humiliating, frightening or physically harmful to a child
- Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle
- Withdrawal of food, drink, rest or bathroom access
- Verbal abuse, threats or derogatory remarks about a child or a child's family
- Any form of public or private humiliation with the intent to embarrass not redirect
- Unsupervised separation.

## **PERSONAL ARTICLES**

Personal articles brought to the program should be marked with the child's name and brought in a backpack or bag everyday! These items will not be allowed during the regularly scheduled activities. *The HRD staff will not be responsible for anything lost, stolen and/or broken.*

## **SWIMMING**

Participants will undergo a swim test that notes their swimming ability. Based on the test they will be restricted to assigned areas of the pool and be given wristbands to note it. The color of the wristbands are understood between HRD staff, pool manager and lifeguards. If your child requires additional protective equipment, such as a life vest, parents are responsible for providing it. As stated in other sections, each child must bring a backpack or bag to hold personal items such as swim clothes and towel. If your child wears glasses we ask that you send a hard case for them to be kept in while at the pool. *HRD staff is not responsible for anything lost, stolen and/or broken.*

## **SUNSCREEN POLICY**

HRD staff will apply sunscreen to all participants when going swimming, outdoors during group rotations, field trips or any other time it is deemed necessary with parental consent. Haysville Recreation requires parents to purchase at least **two (2) bottles of Coppertone SPF 50 sunscreen lotion per child and needs**

**to be brought on the first day.** This will be placed in a community bin and used as needed. **Absolutely NO SPRAY SUNSCREEN!** If a child requires sensitive skin sunscreen then the parent is responsible for providing that. If your child is fair skinned and burns easily, parents will be required to provide a swim shirt and hat for the child to be worn while at the pool.

### **BUG SPRAY/INSECT REPELLANT POLICY**

Haysville Recreation staff will apply bug spray/insect repellent to all participants when going outdoors during group rotations, field trips or any other time it is deemed necessary with parental consent. If deemed necessary, parents will be given advance notice about the need to purchase bug spray for their child(ren). This will be placed in a community bin and used as needed. If a child requires sensitive skin bug spray then the parent is responsible for providing that for the child.

### **ANIMAL POLICY**

Animals are not allowed in the facility. Exceptions are made for the physically handicapped and guest speakers using animals. When these exceptions are made, animals must be kept on a leash and are not allowed in the kitchen area. Animals must be up to date on all vaccinations. If participants are allergic to animals of any kind then provisions will be made to keep them away.

### **SNACK**

Children will receive a morning snack (ONLY on days when breakfast is not offered through the feeding program) and an afternoon snack which is included in the weekly fee. Children are given time to wash their hands before snack time. Tables will be cleaned and snacks will be placed on napkins, plates or paper towels. Garbage shall be placed in trash containers and shall be removed from the kitchen area daily. Parents will need to provide snacks for participants with special diets. Children with food allergies will be given an alternate snack.

### **MEALS**

BREAKFAST & LUNCH will be provided Monday through Thursday in conjunction with USD 261's summer feeding program (**May 27th – July 31st**). Unless otherwise noted, children should try to arrive by 8:00 am to go over to breakfast and/or participate in the daily activities. For LUNCH, children not arriving on time to walk over to HMS with their group will have to be TAKEN by PARENT to Haysville Middle School or location otherwise noted (Please refer to the weekly schedule for details). Children can NOT be left at the HAC with other office staff.

Please note the feeding program does not run the whole length of the program. Children must bring a sack lunch every Friday and/or every day the summer feeding program does not run (this year that will include June 19th and the **LAST** week of this program). We ask that lunch pails are not brought, as they take up a lot of space. Please provide a disposable sack instead. **Please do NOT send items that need microwaved as we may NOT have access to one.**

### **DROP-OFF & PICK-UP**

Parents will be required to actually ENTER the Activity Center and walk to the FRONT COUNTER to drop-off or pick-up their child(ren)...can NOT stay in the car outside. A designated staff member at the front desk will verify proper identification (person must present ID) and sign-in/sign-out the child(ren) on the program's computer.

# **SUMMER ELEMENTS 2025**

## Field Trip Information

**FIELD TRIPS ARE SUBJECT TO CHANGE!**

WEEK	WEEKLY THEME	FIELD TRIP DATE	FIELD TRIP:
1	Animal Planet Week	Friday, May 30	Sedgwick County Zoo <b>(AM Field Trip)</b>
2	Aloha Vibes Week	Friday, June 6	Derby Theater – "Lilo & Stitch" <b>(AM Field Trip)</b>
3	Sports Week	Wednesday, June 11 Friday, June 13	G4-G6 Wind Surge Baseball G1-G3 Wichita Gymnastics
4	HACurassic Park Week (Dinosaurs)	Friday, June 20 Friday, June 20	G1-G3 – Field Station Dinos G4-G6 – Carousel Skate
5	Blast Off! Space Week	Thursday, June 26	Blast Off Bay!
6	Star-Spangled Week	Thursday, July 3	Aviate at Sports Forum
7	Dragon Quest Week	Thursday, July 11	Derby Theater – "How to Train Your Dragon" <b>(AM Field Trip)</b>
8	HAC's Got Talent Week	Thursday, July 17	Winfield Pool
9	"When I Grow Up..." Career Week	Thursday, July 24	Exploration Place
10	Water World Week	Thursday, July 31	Wellington Pool
11	Decade Week	Tuesday, August 5 Thursday, August 7	Splash Pad Adventures Fun City! <b>(AM Field Trip)</b>

### **FIELD TRIPS**

USD 261 does NOT provide lunch on Fridays. Therefore, you will need to feed your child(ren) breakfast at home and send a sack lunch on Fridays. We ask that on field trip days students bring their lunches in paper bags that can be thrown away!

### **PERSONAL ARTICLES**

Personal articles brought to the program should be marked with the child's name and placed in their cubby. Haysville Recreation will NOT be responsible for anything lost, stolen and/or broken. The student will not be permitted to bring toys, hand held electronics, cell phones or any other personal belongings on a field trip or any other time unless it is approved by the Program Coordinator.