

SUMMER ELEMENTS/ SOS DAYS/SPRING BREAK PARENT HANDBOOK



HAYSVILLE
K A N S A S

**HAYSVILLE RECREATION
DEPARTMENT**

ADMINISTRATION

The Summer Elements/SOS Days/Spring Break Camp programs are all offered through the Haysville Recreation Department which is located in the Haysville Activity Center and can be reached by calling 316-529-5922. These three programs and staff are directly supervised by Ciara Leach, Program Supervisor. The Supervisor 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

Summer Elements: Monday Friday, 6:30 am - 6:00 pm (Determined Each Summer)
SOS Days: Specific Non-School Days, 6:30 am 6:00 pm (Throughout the School Year)
Spring Break Camp: Monday Friday, 6:30 am 6:00 pm (Designated Week in March)

AGE

Summer Elements Program is designated for school age children, grades Kindergarten thru 4th (as of January in Current School Year). SOS Days and Spring Break Camp are designated for school age children, grades Kindergarten thru 5th (as of Current School Year).

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

	<u>1st Child</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>
S.E. & SPRING BREAK FEES	\$125	\$110	\$105	\$105
SOS DAILY FEES	\$30	\$30	\$30	\$30

- Each participant must be pre-registered for all three programs. SOS Days and Spring Break Camp utilize the same paperwork which is given out in August with latchkey. There is a separate form for the Summer Element program which will not be available until during the next year's Spring Break in March.

SUMMER ELEMENTS PAYMENT INFO:

- The FIRST and LAST week's entire fees are due at the time of registration. To reserve a spot in additional weeks, you must CHECK the appropriate weeks on the front page of the enrollment.
- All **CANCELLATION** of weeks **MUST be made by 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!**

SOS DAYS/SPRING BREAK CAMP PAYMENT INFO:

- To reserve a spot in each SOS Day, the child(ren) must have an account in the MyRec program and be registered for each day on a "monthly" basis. SOS Day registrations can only be made for the current and/or next month's dates...meaning on September 1st you can sign up for October dates but no further in advance, then on October 1st you can sign up for November dates, etc). These dates are not automatic...meaning every day must be registered for

separately by parent. Children do NOT need to be enrolled in latchkey to attend the SOS days.

- All **CANCELLATIONS** of SOS Days **MUST be made by 5:00pm the day PRIOR to each SPECIFIC Date.** If a cancellation is made **AFTER** this time, the parent is still responsible for that day's **PAYMENT IN FULL.** We do NOT give credits for not attending on an SOS Day!
- For Spring Break Camp in March, registrations can start to be made on February 1st. Cancellations for Spring Break Camp must be made by the **MONDAY PRIOR** to the week of Spring Break. Credits are not given for days of camp that are missed.

DROP-OFF/PICK-UP

Campers (in any of the three programs) must be brought in or picked up at the Haysville Activity Center 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 or attend future dates UNTIL these fees are 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/SOS Days/Spring Break Camp 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

All three programs 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 especially in the summer.

WEEKLY SCHEDULE FOR SUMMER ELEMENTS

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 Supervisor'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 any of these programs.

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 Supervisor for approved field trips. Not every SOS Day will involve going on a field trip. Field trips are subject to change at the Supervisor'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 100 (armpit) or 101 (orally) or higher they will be sent home from camp. They must be fever free for 24 hours (without assistance from fever-reducing medication) before returning to camp.
3. All children will spend time playing outdoors each day (weather permitting- HRD follows weather watch guidelines). 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 Supervisor or Program Director will accompany the child.

COMMUNICABLE ILLNESSES – HEAD LICE/RINGWORM/SCABIES/ETC

HRD does its best to prevent outbreaks of communicable illnesses. Furthermore, we are asking all parents to actively participate in prevention methods in dealing with any of these illness.

A parent should be notified immediately when a child has a sign or symptom requiring exclusion from the program if child has any of the following:

- 1) The illness prevents the child from participating comfortably in program activities;
- 2) The illness results in a greater care need than the child care staff can provide without compromising the health and safety of the other children;
- 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others: persistent crying, difficulty breathing, uncontrolled coughing, noticeable spreading rash, fever, uncontrolled diarrhea, vomiting, mouth sores, rash with fever, purulent conjunctivitis, untreated scabies, head lice, poison ivy, ringworm, untreated tuberculosis and any known contagious diseases while still in the communicable stage (chicken pox, measles, meningitis, mumps, etc).

All children should bring a backpack or bag to keep their belongings in everyday! Items such as jackets, extra clothes, water bottles, towels, hair products, etc. shall be kept in their bag at all times.

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. Medication(s) CAN NOT be EXPIRED!

INSURANCE

The City of Haysville's liability insurance covers all of the Haysville Recreation Department programs. The Summer Elements/SOS Days/Spring Break Camp are all HRD programs; 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 these programs. 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 and/or inappropriate behavior with repetitive offenses. 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 these programs 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 in these programs.

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 next 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 any of these three programs.

NOTE: No refunds due to dismissal will be given for the current week/day, but a refund will be given for future weeks/days of registration in any of these programs.

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 any of these programs 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 in the summer 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. 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 (SUMMER ELEMENTS)

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 of Summer Elements.** 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 repellant 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) during the summer. 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.

SNACKS

For all three programs children will receive a morning and an afternoon snack which is included in the daily/weekly fee. However, during the Summer Elements program morning snacks will only be given when breakfast is not offered through the school feeding program. 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.

SUMMER ELEMENTS MEALS

Breakfast and lunch will be provided Monday through Thursday in conjunction with USD 261's summer feeding program (**TBD every Summer**). 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 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 (TBD every Summer). On these days please provide lunch in a disposable sack. Please do NOT send items that need microwaved as we may NOT have access to one as children may be on a field trip.

SOS DAYS/SPRING BREAK CAMP MEALS

Children will need to bring a sack lunch for every SOS Day and every day during Spring Break Camp. 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.

**THIS PAGE WILL EITHER LIST THE FIELD TRIPS FOR
SUMMER ELEMENTS OR WILL BE A SCHOOL CALENDAR WITH
ALL THE SOS DAYS NOTED ALONG WITH SPRING BREAK CAMP!!**

HAYSVILLE RECREATION ELEMENTARY SCHOOL CALENDAR OF EVENTS 2026 – 2027 (Subject to Change)

August	12 - Wednesday	First Day of School/Latchkey Program (PreK-6)
September	4 - Friday <u>7 - Monday</u>	No School – All Day Program at HAC* <u>Labor Day - NO Program Offered</u>
October	9 - Friday 15 - Thursday 16 - Friday	No School - All Day Program at HAC * No School - All Day Program at HAC * No School - All Day Program at HAC *
November	23 - Monday 24 - Tuesday <u>25 - 27</u>	Thanksgiving Break - All Day Program at HAC * Thanksgiving Break - All Day Program at HAC * <u>Thanksgiving Break - NO Program Offered</u>
December	18 - Friday <u>21 - 31</u>	No School - All Day Program at HAC * <u>Winter/Christmas Break - NO Program Offered</u>
January	<u>1 - Friday</u> 4 - Monday 5 - Tuesday 18 - Monday	<u>New Year's Day - NO Program Offered</u> No School - All Day Program at HAC * No School - All Day Program at HAC * MLK Day - No School - All Day Program at HAC *
February	11 - Thursday 12 - Friday 15 - Monday	No School - All Day Program at HAC * No School - All Day Program at HAC * Presidents Day - No School - All Day Program at HAC *
March	<u>12 - Friday</u> 15 - 19 26 - Friday	<u>No School - NO Program Offered</u> Spring Break Camp at Haysville Activity Center No School - All Day Program at HAC *
April	1 - THURSDAY 23 - Friday 26 - Monday	SUMMER ELEMENTS REGISTRATION! No School – All Day Program at HAC* No School – All Day Program at HAC *
May	18 - Tuesday <u>19 - 21</u> 24 - MONDAY <u>31 - Monday</u>	Last Day of School - <u>Early Dismissal - NO PM Latchkey!</u> <u>School's Out for the Summer - NO PROGRAM</u> Start Date for Summer Elements (K - 4th Grade) <u>Memorial Day - NO Program Offered</u>

* All Day Program called “SOS Day” at the HAC will run from 6:30 am - 6:00 pm.
On these days an extra fee (\$30) will be charged on top of the regular latchkey fees.
In addition, a separate registration form MUST be filled out at the HAC for these days.
Please note that there are a maximum number of students that can register for SOS Days.
These days fill up quickly so be sure to register promptly to claim your spot!