



District of Taylor

*Summer 2020*

# District of Taylor Kids Kamp Handbook



## Summer 2020

COVID-19 Revised Edition

## **Introduction**

### **Welcome!**

We are pleased to welcome you to the District of Taylor Kids Kamp program! Based on the current epidemiology of the COVID-19, child care programs are encouraged to support the health and safety of children and adults. We have adapted our program this summer to implement public health and infection prevention and control measures, including staying home when ill, physical distancing, minimized physical contact, hand hygiene, frequent cleaning and disinfection as described in the Ministry of Health Public Health Guidance for Child Care Settings.

In another proposed change this summer, we will not be asking special guests to join us to regularly help teach Yoga, and Magic, etc. to help maintain physical distancing and to keep outside contact down. Instead our wonderful team of Leaders will be bringing different activities to Kids Kamp this year. Each week we will provide all of the kids the opportunity to play outside as much as possible. The Taylor Hill Climb, the ParticipAction Trail, the Historical Walking Tour and hopefully Peace Island Park will be included where possible. Our skilled leaders will have activities planned to help provide variety to the week as well. This is a great way for your child to spend a portion of their summer break, staying connected with their friends, having fun, and learning new things!

The Kids Break Kamp program is designed for children 5-12 years of age, the 5 year olds having already attended Kindergarten. Each day will include different indoor and outdoor activities such as sports, crafts, games, park days, skating days, cooking and painting sessions, songs and stories.

The following booklet provides you with the necessary information on the policies and procedures for the District of Taylor Kids Kamp program. If you have questions or require further information regarding the program, please contact the Kids Kamp Manager at 250-793-0885 or [pcalla@districoftaylor.com](mailto:pcalla@districoftaylor.com).

***This handbook is for your reference and does not need to be returned with the registration form.***

### **Program Location & Contact Information**

Kids Kamp will operate out of the Taylor Community Hall, Taylor Complex and Taylor Ice Arena in groups of 10 children. Children from the same family will be kept together in the same group.

Kid Kamp Contact: 250-793-0885

District of Taylor Community Services Hub: 250-789-2828

Mailing Address for all of the above: Box 300, Taylor, BC, V0C 2K0

### **Program Times & Fees**

The program will run for 6 weeks beginning July 20<sup>th</sup> until August 28<sup>th</sup>. Registration will be on a 'First Come, First Served' basis. Space is limited. To ensure your child's spot in the program the registration forms must be complete and payment must be made in full.

**Kids Kamp times:**

Monday to Friday: 8:00am-5:00pm

**Refund Policy**

Kids Kamp fees are non-refundable unless the spot you hold can be filled with another child. There will be a 10% administration fee on all refunds. There will be no rebates, substitutions or make – up for days missed. Due to the expenses accrued to operate Kids Kamp and students are denied enrollment when the class maximum is met, we must limit our refund policy.

In the event the Kids Kamp is cancelled due to provincial health restrictions caused by the COVID-19 pandemic, refunds will be issued on a pro-rated basis.

**Arrival & Pick-Up Policies**

It is appreciated if masks are worn when picking up and dropping off children to help protect staff and others from possible spread of COVID-19.

**Arrival**

To protect staff and attendees, on arrival, children must be brought to the doors of the facility and delivered into the care of the Staff, only staff and attendees will be allowed inside the facility. There will be a sign in/sign out sheet at the entrance - please fill it out each time you drop-off and pick-up your children with your own pen if possible, if not one will be available for you to then take away with you to avoid any contact with other persons. We are required to maintain this list in case of an emergency. Please call the Kids Kamp contact number in advance if your child will be absent.

When dropping your child off, please sign your child in, stating your child's name, the time he or she was dropped off, and the name of the person dropping off. Please relay any important information regarding your child to the staff at this time.

*Please note that staff and the District of Taylor are not responsible and cannot be held accountable for children that have been dropped off prior to the service hours.*

**Pick-up**

Children will only be allowed to leave with persons on the pick-up list, persons must be 18 years of age or older. If the staff are not familiar with the person picking up, they will be required to show picture identification before the staff can release the child. Any individual not listed on the authorization form who attempts to pick a child, will be denied that request. Should an authorized adult be unable to pick up a child on a specific day you must contact Kids Kamp staff giving verbal consent for that person to pick up the child. This person must present a signed note authorizing them to pick up your child for this day, along with a current photo ID. Children must remain in the presence of the staff until they are picked up; they will not be allowed to leave on their own. In the Kids Kamp programs the only exception will be if the special consent form has been completed with the registration package.

**PLEASE NOTE:** Staff are not permitted to drive/walk a child home

## **Late Pick-Up**

If a child is not picked up by the program's closing time (5:00pm for Kids Kamp), the following procedure must be observed according to regulations:

- a) Every effort will be made to reach the parent/guardian and the emergency contact persons named on the registration documents.
- b) If we are not successful, the staff person in charge must then call the Ministry of Children & Family Development.

After 30 minutes, the Ministry will be called to pick up your child. If you are running late, please call the Kids Kamp program or Community Services Hub Office to inform the staff. The late fees will still apply, but a phone call will ensure the staff know you are on your way, and will avoid the Ministry being called.

Repeated cases of picking up your child late will result in the following procedures taking place:

1. First time happening — verbal reminder of expected pick-up time.
2. Second time happening — a late pick up notice will be given.
3. Third time happening — a late fee of \$10.00 will be charged for every 10 minutes past pick up time that the child is still in the care of the program leaders. Payment will be required immediately; transactions will be completed at the District of Taylor Community Services Hub.
4. Fourth time happening — may result in termination of services.

## **Impaired Pick-up Policy**

If a parent/guardian/authorized person attempts to pick-up a child and is suspected to be under the influence of drugs or alcohol, staff will ask that an alternate transportation arrangement be made. If the parent/guardian/authorized person refuses this suggestion, the police will be called immediately upon witnessing this individual and the child entering a vehicle.

## **Health**

### **COVID-19**

**In light of the evolving public health concerns related to COVID-19, we want to ensure the health and safety of all our Kids Kamp attendees and staff. Please review the following policy regarding children's attendance at Kids Kamp:**

#### **CHILDREN MAY NOT ATTEND KIDS KAMP WITH ANY OF THE FOLLOWING SYMPTOMS:**

- Any diagnosed or suspected communicable disease
- Pain: any complaints of unexplained or undiagnosed pain

- An acute cold with fever, runny noses or eyes
  - Coughing, difficult breathing or wheezing
  - Fever (100° F or 38.3° C or higher) accompanied by general symptoms such as listlessness
  - Sore throat or trouble swallowing
  - Infected skin or eyes or an undiagnosed rash
  - Unexplained diarrhoea or loose stool combined with nausea, vomiting or abdominal cramps.
  - Nausea or vomiting
  - Severe itching of body, feet or scalp
  - Lice
1. Parents and Guardians must inform a Kids Kamp Leader or the District of Taylor within 24 hours if anyone in their family has been diagnosed with any serious illness or communicable disease including Covid-19.
  2. Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
  3. If a child shows signs of a contagious illness during the program, they will be given an area to play away from the other children, still supervised by the staff, until the parent is able to pick the child up.

***In an effort to protect all children and staff, if you or your child exhibits any of these symptoms, you will be asked to keep your child at home.***

## **Other Illness**

1. Parents and Guardians will be required to provide a copy of their child's immunization records before the child can attend Kids Kamp.
2. If a child shows signs of a contagious illness during the program, they will be given an area to play away from the other children, still supervised by the staff, until the parent is able to pick the child up.
3. If a parent, guardian or emergency contact is not available in an emergency, an ambulance will be called. The parent or guardian will be responsible for any expenses incurred.
4. The parent or guardian must fill out and sign a form allowing the staff to dispense any supplied medication to their child. Medication must be in the original container or dispenser.

Once temperature, child's wellbeing and energy level are normal, coughing and runny nose may continue (depending on the suspected illness) without the child being contagious. If the symptoms are from a known allergy, the child is not contagious. Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19

or other infectious diseases, AND their symptoms have resolved. If your child must also be on any prescription drugs or antihistamines, a medication form must be signed.

***Please consider the health and wellbeing of the other children and the Staff before allowing your child to return. Staff may refuse the return of children to the program if COVID-19 is suspected.***

## **Immunizations**

Immunizations are the most effective means of preventing many serious communicable diseases. They are a key part of your child's *individual* routine preventative health care, *and* they are absolutely necessary for maintaining a disease-free *social environment* for your child's Program attendance.

If you so choose not to immunize your child, you are required to sign an, "Acknowledgement for Non Immunization" form stating that you understand the conditions of putting your child at risk of contracting a communicable disease. If in case of an outbreak in the program your child may be required to stay home, for health and safety reasons.

## **Immunization Exemptions**

Exemptions include:

1. A physician (M.D. or D.O.) annually verifies documented by his or her signature, that there are medical reasons to exempt individual vaccines. The expiration date if it's sooner than a year, should be listed, and should state *which* vaccine is exempted.
2. A pupil is of a religion whose teachings are opposed to immunizations. This should be documented by parent signature. The District of Taylor reserves the right to require verification by the clergy of the religious tenets that preclude immunizations.

*\*Important note regarding exemptions:*

*To protect the health your child and others, during suspected vaccine-preventable disease outbreaks, any child claiming any of the above exemptions will be subject to automatic exclusion from Kids Kamp.*

If an exemption is granted please fill out an, "Acknowledgement for Non Immunization" form, which can be obtained from the Community Services Hub.

## **Medication**

Only medications prescribed by a doctor can be administered. If the doctor prescribes medication, parents should request that dosages be planned to avoid Program hours if possible. If, under exceptional circumstances, a child is required to take medication during the day and a parent cannot be at the Program to administer it, the staff will assist the child. The parent must also complete and sign the, "Consent to Administer Medication Form" available from the Program Staff. This form gives permission to the staff to administer the medication to your child.

The form must be filled out properly before the Program staff can administer medicine. Medicine must be in the original prescription bottle and be accompanied with a doctor's note and signature. Under no circumstances will Kids Kamp staff administer non-prescription medication, such as aspirin or acetaminophen, to children while attending these programs.

Program staff will notify parents of the occurrence of a communicable disease among our children. The parent/guardian is responsible for informing the staff of any changes in their child's health or medication.

## **Preventative Health and Hygiene**

Every effort is made to prevent illness in our program:

- Up to date immunizations are required before your child begins the program.
- Use of forehead digital non-contact thermometer will be used on each child and staff member upon arrival at the Kids Kamp location.
- Activities and snack times will be conducted outside whenever possible. Outdoor programming will be adopted as much as possible.
- Buildings will be generally cleaned and disinfected daily.
- High contact surfaces (e.g. shared equipment, door knobs, light switches, table tops) will be cleaned and disinfected a minimum of twice per day.
- Children are requested to leave personal toys at home to avoid sharing contact. Kamp toys and games will be cleaned after use.
- Washroom breaks will be limited number at one time.
- Limited number of attendees in hallways.
- Daily check at drop-off may be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Proper hand washing is taught to all children and hand washing is monitored to ensure children are doing it correctly and so that this practice becomes routine. Hands are washed before snack, after toileting, and anytime staff feels it is necessary.
- Tables and toys are routinely sanitized with sanitization solutions.

## **Medical Emergencies**

In case of an EMERGENCY, a staff member will administer the necessary first aid and call 911. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility.

You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The District of Taylor, and staff will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

At least two staff members in the program are trained in Emergency First Aid.

## **Day to Day**

### **Field Trips**

It is part of our program to go on excursions away from the facility (i.e. playground, parks) by walking. These trips are carefully pre-planned, and appropriately supervised, and we will inform you prior to the event (with exception of short walks within the immediate neighborhood of the Community Hall and Taylor School). Visits to the local playgrounds, Taylor Hill Climb and the ParticipAction Trail around the Golf Course may be included. Parents may be asked to drop children off at Peace Island Park if a field trip is organized for that day. Notice will be given of the change.

**Due to COVID-19 pandemic, there will be no group bus transportation field trips away from Taylor.**

Please note that field trips may be cancelled on short notice due to weather, change in attendance of regular staff, and effective state of the children. These changes will be posted in the sign-in book and events calendar, as much in advance as possible.

### **Food**

Please keep staff informed if your child has any food allergies or restrictions. Programs promote and model healthy eating habits. Please do not send candy, peanuts or peanut butter, any kind of tree nuts, pop or any other carbonated beverages, and juice beverages. We encourage water and/or 100% real fruit juice to drink.

We provide a morning & afternoon snack which will be handled in accordance with the provincial health regulations. A list of food items will be available upon parent or guardian's request. Please provide a healthy lunch for your child, including all the four food groups and a drink. (Be sure to pack extra water)

We ask that all children bring a reusable water bottle each day that they are able to carry in their back pack when we go on field trips. Please label your child's water bottle to reduce contact by others.

### **Guidance**

1. Plan for Positive Outcomes

Plan for the needs of the children, their development and personality. Arrange the environment to meet these needs. Be aware of the emotional environment and intervene before play deteriorates.

2. Recognize Positive Behavior

Provide encouragement (positive reinforcement) when children are engaged in positive activity.

3. Offer Choices  
Choices must be real choices that are clearly understood by the child and acceptable to the caregiver. Redirection is used as a positive alternative.
4. Provide Positive Reinforcements or Encouragement  
Positive reinforcement is given to acknowledge what children do for what they accomplish. Encouragement can reinforce children's feelings and self-esteem and build on a positive self-image.
5. Relate Clear and Positive Messages  
Make requests in clear, precise and positive terms in keeping with the child's developmental level. Say what you want to have or see happen.
6. Do Not Reinforce Inappropriate Behaviour  
If using the method, all staff must be working together so that one person does not reinforce the poor behavior others are ignoring.
7. Point Out Natural or Logical Consequences  
Clarifying natural and logical consequence can help develop understanding and self-discipline. Make it evident what will happen if a certain behavior persists enables the children to make their own choices.
8. Show You Care  
Some children feel the only way they can get attention is to cause problems. Be sure to reinforce the positive and help the child realize that positive attention gets positive results.
9. Promote Discussion  
Let the children solve their own problems whenever possible. Assist them only at their request and upon their actions to ensure safety of all children.

## **Discipline**

The instructor will ensure the above guidance principles are met by consistently:

- Scanning the room for potential problems
- Being a role model
- Establishing limits
- Reinforcing positive behaviour
- Giving reminders and offer redirection
- Acknowledging feelings but limiting actions
- Encouraging and helping children using problem solving to work out their differences
- Redirecting inappropriate behaviour
- Asking questions to help children realize why some behaviour is inappropriate
- Discussing natural and logical consequences
- Limiting the use of equipment

## **Swearing/Inappropriate Language**

Swearing and crude words are not tolerated. If we have to speak to your child about inappropriate language, we will contact you and your child will be asked not to return to the program until he/she demonstrates an understanding of appropriate language.

## **BULLYING**

We are a NO BULLYING PROGRAM! We do not tolerate Bullying at any time during any of our programs. If we have to speak to your child more than once about bullying, we will have a group meeting with two program Leaders and both children.

We believe by that having a meeting with both children and program leaders this allows both children to tell their stories, see how each person is hurting each other's feelings first hand. It also gives the children and the Kamp Leaders an idea of what is going on to create such hurt feelings.

After the meeting is finished we will continue with the Program as we normally would while monitoring the behavior of the two children we had the meeting with very closely, determining whether our meeting seemed to help matters.

When you come to pick up your child we will let you know that we had to have a meeting with your child and another child regarding bullying. We will explain what the meeting entailed. We will also let you know that a future meeting might be requested by either program Leaders, your child/the other child, you as parents or the other child's parents if need be.

We will do everything to ensure the program is a fun and safe place for children, parents and staff members.

## **Extreme Cases**

In extreme cases, a child may have to have time away (see Guiding Children's Behaviour, available from the caregiver upon request), in an area away from other children. The intent of time away is to provide children with an opportunity to develop self-direction and to become aware their emotions and feelings.

If the problem persists, the instructor will discuss the issue with the parent or guardian and see if they can resolve the problem together creating goals for productive behaviour. Should behavioural problems persist after trying everything possible, the parent or guardian may be asked to remove the child from the program. If the parent or guardian inquires, the instructor may be able to recommend a professional who could help.

## **Restraint**

Restraint shall only be used:

1. Only when needed to protect a child or other member of the school from imminent, physical harm; and,

2. Should restraint be used on a child in any form while at the center, the teacher is required to fill out and submit a report to the Northern Health Authority, Licensing Officer.

## **Incident Report Book**

Program staff have an incident report book, to record any injuries that occur to a child whilst in the program. Program staff will alert you to an incident and review the report with you, once reviewed you will then be asked to provide your signature of acknowledgement. Please feel free to talk to staff at any time.

## **Biting**

“Biting” can be normal developmental behavior for young children and yet presents significant risk to other children. In accordance with provincial health officer’s recommendations for COVID-19, it is important to understand that any child who bites other children be removed from the program.

## **Abuse Policy**

Child abuse is the term used to describe different types of maltreatment inflicted on a child or young person. It includes non-accidental physical injury, neglect, emotional abuse, including psychological harm or sexual exploitation of children and young people and requires different and specialized responses. In its most serious forms, abuse can lead to death or long term harm to the physical or emotional wellbeing of a child or young person. **It is mandatory to report suspected cases of abuse or non-accidental physical injury.**

The role of Kamps, schools and preschools in the care and protection of children and young people is to provide programs which aim to protect children and young people from abuse, assist them to effectively seek help and support the development of skills for positive, non-coercive relationships. It is also the role of Kamps, schools and preschools to assist in the recognition of suspected abuse and neglect, report suspected child abuse and neglect to Family Services and offer support to the child or young person within the normal duties of staff.

## **WHO MUST REPORT CHILD ABUSE?**

Under Section 159 (1) of the Children & Young People Act 1999 certain professionals must report suspected non-accidental injuries to children and young people and suspected sexual abuse. As a guide, it is expected that all District of Taylor employees will report when they have formed a reasonable suspicion that a child or young person has suffered or is suffering sexual abuse or non-accidental physical injury.

## **Shoes and Outside Wear**

It is suggested that all children bring a pair of inside shoes with them every day to the program. Please make sure your child brings proper outside clothing, including a hat, and comfortable footwear for all activities.

## **Dress**

Good grooming is important to the wellbeing of every student. Children should be dressed appropriately for the existing weather conditions. Any inappropriate wording or pictures on clothing is unacceptable (i.e. alcohol and tobacco advertisements, suggestive words or pictures, and “put-down” phrases).

## **Parent/Staff Communication**

Staff members seek opportunities to communicate frequently with parents concerning their child and to share specific ideas for promoting children’s healthy development and learning. Within each activity there will be a verbal and/or written system established for sharing day-to-day happenings. Parents will be further informed about issues concerning children and families through a bulletin board. Additional materials will also be available from Staff. Please let us know of your needs so that we can do our best to assist you.

## **Confidentiality**

The Kids Kamp Staff work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the program can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents of that child.
- Information given by parents to the Program staff will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child’s personal safety will be kept in a confidential file and will not be shared within the group.

## **Closure/Back-Up Facility**

The program reserves the right to cancel Kids Kamp in case of extreme weather conditions or if a substitute cannot be found when the staff is too ill to attend. You will be notified by receiving a telephone call by the staff.

## **Evacuating the Facility**

If, for any reason, the facility must be evacuated, the children will be transported to Taylor Elementary School if suitable. If Taylor Elementary School is not suitable, we will be directed to one of the other Community Facilities based on availability.

If, for any reason, the community of Taylor must be evacuated, the children will be transported to North Peace Secondary School in Fort St. John.

In case of any evacuation the parents will be contacted as soon as we have settled and a telephone is readily available. ***PLEASE DO NOT TRY TO CONTACT US BY PHONE DURING AN EMERGENCY.***

## **Program Location & Contact Information**

Kids Kamp will operate out of the Taylor Community Hall

Kid Kamp Contact: 250-793-0885

District of Taylor Community Services Hub: 250-789-2828