



**Parent
And
Camper
Handbook**

Philosophy

Delaware Technical Community College's Camp Program philosophy of professional excellence places an emphasis on each child as an individual within a group democratic process. We believe that working with children is a rewarding experience. We feel participation in our program is an invaluable experience in a child's life, an experience that inspires a child to a greater appreciation of other individuals in a social setting and a broader understanding of the environment and community in which we live. The educational and physical skills a child may develop in the program's atmosphere are obvious; well trained and experienced staff members offer your child new horizons of previously unconsidered challenges. We believe that every child should be given a good role model and deserves a chance to lead an incredible life. Less obvious, yet vitally important, are the social, emotional, and psychological gains available to a child in the program setting. As they assume responsibilities, they learn to feel good about themselves. Children learn to appreciate their continuing friendships and gain skills, which will help them add more friends to their lives. In the child-centered environment of Delaware Technical Community College's Camp Program, our primary goal becomes the assurance that your child has a remarkable, memorable, and positive camp experience. We hope that both the staff and children enjoy sharing their talents in STEM, sports, arts and crafts, music, and being their own individual. Our desire is that every child takes home a smile, new friendships, and many positive memories about their experience to share with parents and guardians at the end of the day.

Our Mission

Our program allows every child to participate in diverse activities that will enhance their personal development in promoting several areas:

- ◆ To develop self-discipline and self-motivation; awareness of abilities and increased self-control, self-confidence, and self esteem
- ◆ To develop and encourage positive personal growth, respect for others, for property, supplies, and equipment
- ◆ Social adjustment, for example, the development of independence and reliability, and the ability to get along with others
- ◆ To develop and refine recreational, artistic, and creative skills; enjoy and reflect upon personal achievements
- ◆ To avoid possible problems by providing guidance in worthwhile activities that can occupy leisure time
- ◆ To have safe experiences with limits and supervision
- ◆ To develop values in the group experience
- ◆ To accept, respect, be responsive and understanding of individuals and groups of varied ethnic and cultural backgrounds, habits and environments; sharing oneself with people of all ages
- ◆ To increase the individual's awareness of Delaware Technical Community College and all that it has to offer them today and in the future

Program Description

Let the adventure begin! The Program is a well-rounded program designed to nurture and challenge the individual camper in group activities, arts and crafts, educational, and recreational activities. Campers will be challenged in everything they participate in. While inside at the College, the campers

will be able to get a game of hoops going, participate in a tournament in the classroom, and other various activities. While outside, campers will be able to experience nature projects, explore the campus, and see the various types of wildlife living around us. We encourage campers to develop a respect and understanding for each other and nature. They will make memories that last a lifetime! The Program spends a great deal of time both inside and outside. **We do not allow video games or electronics to be brought from home!**

Staffing

Our staff is highly qualified, with a strong desire to make a positive difference in a child's life. Selected based on strict criteria, our staff are trained prior to and throughout the program. Most of the staff has previously worked with Delaware Technical Community College's Camp Program. The staff mostly consists of college students and certified teachers. Staff must be at least 18 years of age. Some of the staff could be your neighbors, babysitters, friends, etc., many have even attended Delaware Technical Community College's Camp Program in the past as campers!

Our staff live in this community and the surrounding communities.

All of our staff go through a background check and Stewards of Children Training. Once these background checks have come back, the Human Resources Department verifies the results and then the individual can be hired. Throughout their training, the staff learn how to play games with the campers of varying ages and how to handle different situations that may arise during the course of the day.

Many of our staff have been with our program for many years and enjoy the high energy and active nature of supervising and playing/interacting with children every day. One staff person will be responsible for approximately 5-10 children at one time depending on the age group. We follow state guidelines for counselor/camper ratio. Therefore, 8- to 17-year-olds will have a 1:10 ratio, 6- to 7-year-olds will have a 1:9 ratio, and 5-years and younger will have a 1:6 ratio. Any child under the age of 4 must be accompanied by an adult.

Child Abuse Policy

All staff has been trained to identify child abuse and neglect through knowledge of laws about Child Abuse Reporting and Prevention. All staff are certified through Stewards of Children Darkness to Light training.

As caregivers, the counselors and supervisors are mandatory reporters of child abuse. If any staff member suspects any form of child abuse (physical, sexual, or neglect), or if a child tells a staff member they are being abused a call to the necessary authorities will be made.

Harassment Policy

The College firmly believes that all employees and program participants have the right to work and participate in an environment that is free of harassing, abusive, disorderly, or disruptive conduct. The College is committed to providing an environment that is free from harassment based on gender, race, color, religion, national origin, age, disability, or any other legally protected status. Harassment is prohibited by any person doing business with the College or participating in any College program. Violation of this policy by the parent/guardian or participant will result in suspension or termination of the child's participation in the program.

Non-Discrimination Clause

The College in the determination of eligibility of admission does not discriminate on the basis of race, sex, religion, national origin, or disability. The Workforce Development and Community Education Division will make reasonable accommodations to provide equal access to all programs and services.

Custodial Parents/Guardians

Only the custodial parent/guardian can sign the child up in the program, all custodial parents/guardians must have a copy of the custody agreement with them when registering, and a copy must be given with the registration forms. Only the custodial parent/guardian can add or change the Authorized People to Pick-Up section on the Registration Form. **No exceptions can or will be made.**

Program Registration

Before any child can begin attending Delaware Technical and Community College's Camp Program, a registration form must be completed and turned in with the registration payment. The most efficient way of registering for the Camp Program is online at go.dtcc.edu/owenskidsoncampus. If online registration does not work for you, please feel free to complete the paper documents and submit them along with payment to Workforce Development and Community Education - Kids On Campus. Only Custodial Parents/Guardians can register their child(ren) into the program. Each child **must** have their own registration form. The emergency contacts will be contacted only in the event the custodial parent(s)/guardian(s) cannot be reached. When completing the registration form, all fields must be filled in, please do not leave any area blank, if an area does not apply, please mark it by N/A. Please submit a copy of your child's/children's immunization records. If a custody agreement is in order, a copy will be needed as well.

Conditions for Registration

1. Only custodial parents/guardians can register a child for the program. Only a custodial parent/guardian can add or change the authorized people on the pick-up form.
2. **A copy of your child's current immunization records must be submitted at the time you register for camp. This is required by the State Health Department.**
3. Camp fees must be paid in full at the Workforce Development and Community Education Office, Online at go.dtcc.edu/owenskidsoncampus, or you can call to make your payment over the phone with a credit card. A minimum non-refundable deposit of \$15 per camp per camper fee is due at the time of registration. Payment in full is due a minimum of 10-days prior to camp start date. **Failure to pay in full on time will result in your child's space being forfeited and the \$15 non-refundable deposit will be retained.**
4. A cancellation of any week must be given to the registration office in writing 10-days prior to the registered camp start date. The minimum non-refundable deposit of \$15 per camp per camper will be retained and not refunded if 10-days written notice is not given. There are no refunds or credits for days missed.
5. Campers must be in good health with no communicable diseases.

Program Hours

The program hours are from **9 a.m. - 4 p.m.** Monday through Friday. The camp does not open before **8 a.m.** You may drop your child off anytime between **8 a.m.** and **9 a.m.** if signed up for extended care. Campers not signed up for extended care can be signed in at **8:50 a.m.** for AM Camp Sessions and **12:50 p.m.** for PM Camp Sessions, this way they will not miss any announcements or any group activities. All children must be picked up by noon (AM Camp Sessions), 4 p.m. (PM Camp Sessions), or 5 p.m. if signed up for extended care. Campers that are registered for extended care and joining us for both an AM and PM Session will have a supervised lunch during the hour from Noon to 1 p.m.

Sign-In and Sign-Out Procedures and Policies

The following policies have been written to maintain the safest environment possible for your child/children daily.

Sign-In, Sign-out

All parents/guardians are required to come into the camp site (regardless where the site is located) to sign their child(ren) in and out of the program. To sign in/out you must write your name in the boxes on the sign in/out sheet daily. Every child needs to be signed out of the program at the end of the day; if your child has not been signed out on the sheet, you will be receiving a call from the supervisor. If you are more than 15 minutes early for drop-off or late for pickup, your child will be assigned to the Extended Care program and you will be charged the \$35/week fee. If you are registered for Extended Care the earliest you can drop off is **8 a.m.**; the latest you can pick up is **5 p.m.** The supervisors will keep a list of late pickups, and if late pickups become an issue they will notify the Program Manager.

Your children cannot sign themselves into or out of the program. Although parents may bring or pick up their child anytime during registered camp hours, we prefer that all children be dropped off by 9 a.m. for morning sessions and 1 p.m. for afternoon sessions. If you plan to bring your child after the start time, please call the camp office. Please pay close attention to the Newsletters, as it will have information on what time they will need to be dropped off for special activities such as walking trips, bus trips, etc. No pick-ups and/or drop-offs are allowed on bus trips. Please have your camper to camp on time!

Pick Up Policy

Only **authorized adults over the age of 18 will be allowed to pick up a child/children.** Authorized adults include parent(s), guardian(s), or persons designated on the authorized people to pick up section of the registration form. We **will not** release your child to anyone who is not 18 years of age or older, **please do not ask.** This program does not provide transportation to a child's home at the beginning or end of the day. No child will be allowed to sign themselves in and out of the program; this is for your child's protection. Please do not ask us to allow your child to sign themselves in and out of the program. Designated adults are required to sign the child/children out daily on the sign in/out sheet located at the camp site. Persons not known to the staff will be required to provide a picture ID to establish their identity as someone designated on the registration form. **We will ask for ID until we get to know parents/guardians and campers. Everyone picking up will be asked for ID, be prepared to show it. There is a possibility that different staff members will be working the sign out table when you come to pick up your child.** If the person picking up refuses to show ID, and walks out of the facility with the child, the supervisor will alert Public Safety. Everyone, including parents, must have ID when they pick up until all staff know the pickup people and the child – **NO EXCEPTIONS!** Tell all of your authorized pick up people that they will need to show ID. No child will be permitted to meet an adult at the car. Please do not ask. This is for the safety of your child.

If the authorized adult picking up the child/children appears impaired, we will suggest you allow us to call someone to drive you and the child home. Please be aware, in order to protect your child and ourselves, we will notify proper authorities if you refuse.

We will not be responsible for custodial disputes. Child/children will only be released to those authorized on the child permission pick up form.

Policy Cooperation

It is important that parents cooperate with all the policies described in this booklet. Termination of participation in the program may result from:

- ❖ Non-payment of bills (camp fees, weekly fees, late fees, etc.)
- ❖ The parent's unwillingness to cooperate with program policies
- ❖ Children with serious social and/or emotional behavioral difficulties which affects/threatens other campers
- ❖ Children's unwillingness to cooperate with program policies
- ❖ Parents confronting staff in an inappropriate manner
- ❖ Parents confronting another camper as a means to solve a problem, instead of having the staff handle problems. If you or your child experience problems please let the supervisor know.
- ❖ Child purposely damaging items during camp
- ❖ Child stealing during camp
- ❖ Physical violence

Payments

A minimum of a \$15 non-refundable deposit per camp per camper is due with your camp registration. Payment in full is due a minimum of 10 days prior to the camp start date. Payments may be made with cash, check, money orders, credit card or debit card, all payments can only be made at the Camp fees must be paid in full at the Workforce Development and Community Education Office, Online at go.dtcc.edu/owenskidsoncampus, or you can call to make your payment over the phone with a credit card.

Failure to pay in full on time will result in your child's space being forfeited and the \$15 non-refundable deposit will be retained.

Late Pick up Fees

A late pickup (**after noon, 4 p.m., or 5 p.m. if signed up for extended care**) fee of \$1 per minute is due immediately upon late pick-up. This fee must be paid the same day you are late picking up. If late fee is not paid, your child will not be able to return until the late fee has been paid.

Service begins at **8 a.m. and ends at 5 p.m.** We are **not** responsible for children before that time.

We follow a strict schedule in order to ensure our programs run smoothly. If you are going to be late please call the program. There will still be a late fee, but the supervisor will be able to let your child know you are going to be late. The late fee is for anyone who does not pick up on time. It is the responsibility of the parent(s) to inform all authorized people where to pick up their child on a daily basis. It is the responsibility of the parent to pay the late fee even if their authorized person is late picking up. If the late fee is not paid, your child will not be allowed to attend camp until it has been paid.

It is the responsibility of the parents/custodial guardians to make sure that their child(ren) is picked up by 5 p.m. every day. It is the responsibility of the parents/custodial guardians to contact the supervisor if they are late to pick up their child(ren). The supervisor will wait five minutes before making calls to the parents. If no contact with parents can be made, a call to the emergency contact will be made. If no contact with parents or emergency contact has been established by 5:30 p.m., the supervisor will contact Child Protective Services. Habitual lateness will result in the child's expulsion from the program.

Refunds

You may withdraw your child from the program at any time; however, withdrawals will not be refunded. If your child is dismissed from the program due to disciplinary problems, no refunds will be made. You will not receive a refund or credit for missed days, sick days, etc. The only time a refund will be given is when you have canceled in writing a minimum of 10-days prior to your camp start date. A \$15 cancelation fee will be retained for each canceled camp and not refunded. **No refunds will be given for no shows.** Please do not ask you will be referred back to this policy.

Absences

If your child regularly attends the camp, but will be gone due to other camps, vacations, visitations, etc., please inform the staff.

Immunization Records

All participants must be current on their immunizations. The Program is licensed with the Department of Health and Social Services; they require that all children registered in the Program have a current immunization record on file with the camp. They will do a periodic check and if your child's immunization records are not on file, your child will be dismissed from the program.

Medical Information

It is recommended that you list all medical conditions your child has on the registration form. The staff will need to be aware of all medical information related to your child. Be sure to list specific conditions and what the staff should look for, and how to handle when something occurs. If you need more space than is provided, please add an additional sheet of paper with the information. This information is to help us help your child.

If your child has any kind of medical procedure done that will keep them from participating in camp, please do not send them that day. If your child cannot wear tennis shoes/sneakers because of a medical procedure that was done to their foot, they will not be able to participate in camp activities, as all campers must have tennis shoes/sneakers on their feet – no opened toed shoes.

All campers will receive medical attention while in the care of camp staff. In the event of a major injury, a call to 911 will be made; the parents will be contacted to arrive at the scene. When the parents arrive, the parents will then take over the care of their child(ren).

Tennis Shoes/Sneakers

We require that your child wear closed-toe/heeled shoes that are fastened to their feet securely during camp time. It has been our experience, sandals, flip-flops, or loose shoes cause injury. We will not allow your child to participate when their shoes put them at risk. Obviously, tennis

shoes/sneakers are strongly recommended to develop your child's fitness confidence and help them to remain safe during indoor/outdoor activities.

If your child arrives at camp with flip flops, sandals, loose shoes, crocs or any other type of shoe that is not securely fastened to their feet they will not be allowed to participate until they are wearing the proper type of shoes. **The entire foot must be covered by a shoe, no exceptions, this is for your child's safety.**

Please do not send your child to camp in Croc shoes. If your child is wearing these shoes to camp, you will be asked to take your child home and bring them back wearing the proper type of shoes. These types of shoes have caused serious injuries to the person wearing them. This is why we request that they not be worn to camp. Thank you for your cooperation!

Parents and Campers

If a problem occurs with your child and another camper, notify the supervisor immediately so the problem can be addressed. At no time should a parent take the matter into his or her hands and have a confrontation with the other camper. If a confrontation occurs the parent and their child will be asked to leave camp and not return.

What to Bring To Camp

The following items should be brought to camp on a daily basis:

1. Sunscreen – for when they are outside playing
2. Hat/visor to cover head when outside. (must have their names on it)
3. Water Bottle (to be filled throughout the day) the best kind to get is one that is made of hard plastic with a drinking nozzle.
4. Sneakers/Tennis shoes (that cover the entire foot)
5. Extra change of clothes (for those who have accidents)
6. For those that are with us all day - lunch (needs to be brought everyday) the best kind to put your child's lunch in is an insulated bag that can easily be folded and put into the backpack. Please do not send lunches in plastic or paper sacks, they do not keep lunches cool, and the paper sacks will tear causing your child's lunch to be dropped on the ground.

Please note – the camp will not be held responsible for any items that are lost, or become missing during the time your child(ren) is in camp. If they bring something to camp, it is their responsibility to keep up with their stuff.

Please talk to your child about drinking water throughout the day. This is important since it helps them from getting dehydrated, getting headaches, and getting sick.

What Not To Bring To Camp

Do not send the following items to camp unless there is a specified day for it:

1. Cell phones, walkie talkies. The campers spend a great deal of time on these, they need to be focused on what their group is doing.
2. Hand held video games, electronic devices. If you wanted your child to play video games all day they would be at a different camp or no camp at all.

3. Toys, stuffed animals, dolls, etc. If a camper has these with them and does not put them in their backpack, it will be held until the parent picks the child up.

If these items are brought to camp, the staff will tell the child to put the items away. If the child does not or if the items are brought out again, the staff will take the items and will return them to the parent/guardian when the child is picked up.

Food and Nutrition

Please send a water bottle with your child that can be refilled throughout the day. All campers are asked to bring an insulated bag/cooler lunch with them every day if they are staying for the full day, unless otherwise notified. A frozen juice box placed in a plastic bag will act as a cooler to keep your child's lunch cold. **NO GLASS BOTTLES ARE PERMITTED!!** We do not provide refrigeration for lunches. Make sure to mark all belongings with your child's name. If your child is allergic to anything please let your counselor know immediately (this information should be indicated on the registration form)! If you choose to; you may send an extra snack for your child for the afternoon. If your child will need utensils, please send that with their lunches.

Rainy Day Policy

The camp program will run rain or shine. It is at the parent's discretion whether or not to send a child on a rainy day. Our staff will report each day regardless of the weather. If a rainstorm occurs during the day, our staff has been instructed as to the best way to shelter your children.

Newsletters/Camp Calendar

Weekly newsletters will be emailed every Friday for the following week. It is important for correct email addresses to be on the registration forms so the newsletter can be emailed to all parents. We will not be making copies of the newsletters to help cut down on the amount of paper being used.

Transportation

If the campers will be taking a walking trip, the Supervisor will let parents know ahead of the trip. The College will provide transportation and certified drivers for all bus trips via a contracted company. A first aid box is available on the bus. Each counselor will also have first aid supplies, camper information, and medications (for children who need it during camp) available with them at all times. The supervisor shall carry forms (emergency, permission to treat, discipline, etc.) first aid supplies in case of an emergency. Also, counselors are **not** permitted to transport children at any time.

No counselor or supervisor will be allowed to transport campers in their vehicle at any time. Do not ask a counselor or supervisor to provide transportation for a camper.

Bus/Field Trips

Bus trips to area attractions will be taken throughout the program as noted in the weekly newsletter. Parents will be notified of place, departure, and return time for each bus trip through the weekly newsletters dispensed through email the Friday before each week. Please drop your child off promptly on the day of a bus trip. All campers must be at the camp site at the specified time. Signs will be posted the week of the field trip letting you know what time to be at camp, and where we are going. If you do not show up on time, there will not be anyone here to watch your child and you cannot meet the camp at the designated field trip location. **All campers are encouraged to wear their camp T-shirt as this helps staff easily identify your child.** If your child has lost their shirt,

there will be extras to purchase at the camp office. All campers will be given one shirt free of charge. The T-shirt identifies the child as being with the camp. If they attended camp previously, they can wear a different camp shirt for the field trip, but it has to be a Delaware Technical Community College camp shirt. **Campers cannot meet the camp at the field trip location. NO EXCEPTIONS WILL BE MADE!** Parents may wish to send money for snacks and/or souvenirs. Your child will be responsible for their own money – counselors will not handle children's money!

There may be times when a field trip is canceled due to weather conditions. Trips will not be rescheduled once a trip has been canceled and no refunds will be given.

Lost and Found

Your child(ren) is responsible for any personal belongings brought to the program. It is the responsibility of your child(ren) to make sure they leave with everything they brought to camp. It is recommended that parents tag all items, including clothing, that children may bring to camp.

The best thing to bring to camp is a backpack so they can put their stuff in it. Instruct your children to put all of their belongings in their backpack. Show them how to pack their backpack with all of their stuff so it all fits properly.

The camp site has a lost and found area; anything that is left at camp will be placed in the lost and found. All lost and found will be in a tub. Any lost article of clothing or otherwise will be held until the end of each session, (you or your child may go through it at any time to locate the item) after which time it will be given to the needy or thrown away.

Parents are encouraged to look through the lost and found anytime during camp to locate a lost item. The camp staff will not be responsible for locating any lost and found items.

Medicine and Emergency Care

All participants are required to have their own health and hospitalization insurance. The College will not pay for medical expenses for any injury or illness incurred by participants enrolled in this program.

Minor cuts and bruises will be given first-aid care at the program. In the event of a serious illness or injury, an attempt will be made to reach the parent(s)/guardian(s). Emergency information on the registration form will be kept on the premises for each child.

An Incident Report will be completed for injuries or sickness. This form requires a signature from the person picking up the child; you will receive copy for your records.

Any child exhibiting signs of illness will be isolated until he or she leaves the premises. Parents will be notified and, if deemed necessary by staff, will be asked to pick up their child immediately. Any child who is running a temperature of 100 degrees must be picked up from the program as soon as possible. Parents or authorized persons are expected to pick up a child who appears to be too ill to remain in the program. We expect that if you are called in an emergency, you will come as soon as possible. An incident report form will be completed and the person picking up the child will be required to sign the form and given a copy.

Please communicate to program staff of any significant incidents, such as lack of sleep or unusual excitement at home and/or anticipation of camp, which might affect the behavior of your child(ren).

If your child will take medicine during the program a Medication Release Form must be completed. The medication needs to be in the original prescription bottle with instructions from the doctor/pharmacist on how to give the medication. All medications will be collected upon child's arrival to the program.

If there is any pertinent information, new separation or divorce of parents, death in the family, disabilities (physical or mental, etc.), asthma, attention deficit disorder, etc. be sure to list this information on the registration form. It is important that the staff know important information such as these.

In cases of acute medical problems, we will make every effort to contact the parent(s)/guardian(s) immediately. In the event of an emergency, the child may be taken by ambulance to the nearest hospital and will be accompanied by the Camp Supervisor if the proper persons cannot be contacted. For this reason, it is important that all contact information contained on the registration form be up to date and correct with regard to names and phone numbers including work, home, cell, etc. If a phone number (work, home or cell) changes, or if your contact people change, let the supervisor know immediately so changes can be made on the registration forms.

Medical Procedures and Emergencies

1. Parents will be notified when a child is throwing up, has a temperature of 100 or over, and a request for pick up will be made when parent is called.
2. In case of a minor or major injury or illness, the supervisor is notified by the staff members and assistance is sent.
3. Incident report forms will be filled out by the counselor present at the time of the incident and a copy will be given to the parent.
4. In case of emergency, the parents are called, the rescue squad is called at 911, and the Program Manager are notified. The child is released to the parents or taken to the hospital, depending on the situation.
5. If the parents cannot be located through all numbers provided on the registration and permission to treat forms, the emergency contact on the child's registration form is called.
6. A staff member must accompany the child to the emergency room at the hospital and take the child's registration form and medical authorization if a parent cannot be located. The incident is recorded, filed and a copy is given to the parent.
7. If the parent arrives at the program site prior to the ambulance departure, the responsibility of accompanying the child to the hospital by the staff will be relinquished to the parent.

Medication Information

1. All medication sent to camp **must** be turned in at the sign-in table. Please do not allow your child to bring any medications in his/her backpack.
2. Each medication should be clearly labeled, in **original** bottles, with the camper's name, medication name, doctor's name and dosage.
3. All medication should be in plastic bags with the camper's name written clearly on the outside.
4. Please provide only a five day supply.
5. Remember we do not have access to refrigeration, please do not send any medication that would require refrigeration.

6. The camp requires that the Medication Release Form provided be filled out and signed by the parent or legal guardian. The signed and completed form will be in the bag with the medication.
7. **UNDER NO CIRCUMSTANCES** are campers to take their own medications or have any medications in their possession. Please do not send any over the counter drugs with your child unless approved by your physician.
8. Please inform staff of dosages and frequency of use if bringing a respiratory inhaler.
9. Please have your camper take any medication for motion sickness 30 minutes prior to a bus trip.
10. We ask that, if possible, morning medications be given prior to dropping off campers.

Communicable Diseases

1. Please notify the Camp Office at 302-259-6327 in the case of any communicable diseases (Chicken Pox, Lice, Ringworm, etc.) spread to your child. We will notify all parents. Please note: the name of the child and parent/guardian reporting the incident will not be made public.
2. All children will be observed as they enter the program for signs of communicable diseases. The staff is trained in recognition of signs of communicable diseases.
 1. The following precautions will be taken for children suspected of having a communicable disease.
 - a. The staff will notify the parent/guardian of the child's condition.
 - b. A child with any of the following conditions will be immediately isolated and discharged to his/her parent/guardian.
 1. Diarrhea
 2. Severe coughing causing the child to become red in the face or to make a whooping sound.
 3. Difficult or rapid breathing.
 4. Yellowish skin or eyes.
 5. Conjunctivitis.
 6. A temperature of 100 degrees.
 7. Untreated infected skin patches.
 8. Stiff neck (signs of meningitis).
 - c. A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with parent. The child will be carefully watched for addition of symptoms listed in the above section and will be discharged from the program by decision of the supervisor and parent should these symptoms become obvious.
 1. Unusual spots or rashes.
 2. Sore throat or difficulty swallowing.
 3. Elevated temperatures below 100 degrees.
 4. Vomiting.
 5. Evidence of lice, scabies or other parasitic infections.
**if there is evidence of such, parents will need to provide a medical release from the doctor indicating the child is no longer infectious.*
 - d. A child isolated due to suspected communicable disease will be:
 1. Cared for in an area away from other children.
 2. Within sight and hearing of an adult at all times.
 3. Observed for worsening condition.
 4. Discharged to parent or guardian upon decision of Supervisor.

Discipline Policy

We encourage positive methods of disciplining children in the program and do not allow parents or staff to use abusive language, physical punishment or emotional maltreatment. We have rules, which all children are expected to adhere to. Please remind your child that when they are in the program they must show the same respect to our staff as they would to any authority figure. If discipline problems re-occur, termination of participation in the program may take place.

Positive behavior is always encouraged by the counselors. The program will incorporate these six basic values: trustworthiness, respect, responsibility, fairness, caring and citizenship, of "Character Counts" into each week. We will use assertive discipline guidelines when dealing with the children. Children displaying unacceptable or disruptive behavior will be instructed by the staff to take a "time out" and be isolated until acceptable behavior is restored. "Time outs" are 5-15 minutes in length. Corporal punishment is forbidden.

A discipline report will be written whenever a child's unacceptable behavior has not been corrected following a verbal warning or a "time out." A copy of the discipline report will be given to the parent. A child exhibiting disruptive or unacceptable behavior may be expelled from the program if all alternate methods including parental involvement have failed.

FIRST OFFENSE

Warning – Discipline Report Written
Timeout, loss of privileges, staff counsel, parent notification

SECOND OFFENSE

Two-day suspension – Discipline Report Written
Timeout, loss of privileges, staff counsel, parent notification, and/or parent conference required

THIRD OFFENSE

One-week suspension – Discipline Report Written
Timeout, loss of privileges, staff counsel, parent notification and parent conference required

FOURTH OFFENSE

Dismissal from Program
Cannot participate in the Program for one year

Certain actions such as, but not limited to, fighting and stealing are grounds for immediate dismissal from the program. Any type of racial slurs/remarks are also grounds for immediate dismissal from program.

Yellow Slips

Yellow slips will be attached to the sign-in/out sheet when a problem has occurred during the day. If the problem has occurred several times, and time outs have not worked, a yellow slip will be filled out and attached to the sign in/out sheet for the parent to see. A yellow slip will be considered a warning of your child's behavior, and this matter needs to be addressed. If however, the offense is severe

enough a yellow slip will not be done, a Discipline Report will be done. If the number of yellow slips exceeds 3 (three) for the day, a discipline report will be done.

Immediate dismissal will result should a child strike a counselor, staff member, or speaker.

All violations are subject to immediate dismissal at the administration's discretion. No refunds are given to dismissed patrons.

Appeals on Suspensions and Dismissals

If your child has been suspended or dismissed from the program due to discipline problems, you may apply for an Appeal Process. This process will allow parents, along with the Director of Workforce Development and Community Education, Senior Special Programs Director, and the Camp Supervisor to discuss the situation. The Appeal Process does not guarantee that your child will be reinstated into the program, but it will give all parties an opportunity to discuss the situation in more detail.

Camper Conduct Policies

Please make sure that both you and your child are completely familiar with these policies. We realize that when dealing with children we cannot list every single rule; we have listed the most serious one's here that will result in a dismissal from the program. The supervisors may suspend or terminate a child's participation in the program for the following reasons:

- Disobedience (refusing to listen or follow instructions)
- Disruptive behavior (behavior that interferes with or prohibits others from hosting or participating in the program)
- Profanity (cursing or using inappropriate language)
- Vandalism (damaging facilities or property of others)
- Theft (stealing from school, staff or other students)
- Verbal threatening of another child or staff (statement of intent to cause harm)
- Written threat of another child or staff (statement of intent to cause harm)
- Battery of another student (beating, hitting, biting, pushing, kicking, chocking)
- Leaving site without permission (refusing or failing to remain within designated areas)
- Sexual harassment (repeated unwelcome verbal, visual or physical sexual advances)
- Use or possession of weapons
- Use or possession of drugs, alcohol or tobacco
- Engaging in fighting as the only means to solve a problem
- Intentionally injuring another child or staff member
- Refusing to remain with the group during outings
- Refusing to follow the basic rules of the program
- Refusing to stay seated on the School Bus
- Theft while on a field trip either a walking or bus trip
- Throwing any objects or placing any body parts out of the vehicle windows
- Parent(s)/Custodial Guardians or Authorized person not showing ID when picking up child
- Parent(s)/Custodial Guardians failure to pay on a timely manner, refusing to pay any late fees that are imposed.

- Parent(s)/Custodial Guardians harassing staff members, other campers or other campers parents.
- Parent(s)/Custodial Guardians refusing to follow Policies in Parent Handbook will result in child being dismissed from program.
- Parent(s)/Custodial Guardians refusing to follow check in and out procedures

Camp Safety Rules

1. Safety first
2. Have fun
3. **Stop, Look and Listen! When the whistle is blown.**
4. Don't talk while someone else is talking.
5. Always use inside voices when inside.
6. Follow all directions given by the counselors.
7. Respect yourself, other campers, your parents and counselors
8. Respect school property, other people's belongings and camp equipment.
9. Responsibility – You are responsible for all of your belongings
10. You are not allowed to get into any other camper's belongings anytime during camp!
11. Keep all hands, feet, arms, legs, etc. to yourself
12. No fighting, kicking, pinching, hitting or horseplay
13. No bad words, name calling
14. If you don't have anything nice to say do not say it all, remember hurtful words are not nice words.
15. All campers must stay with counselors at all times
16. All campers must ask to go to the bathroom and get a drink.
17. Appropriate language and behavior toward other campers and staff
18. Treat other people with respect
19. Use all equipment the way it was meant to be used
20. Ask for help with problems
21. Ask others if they need help
22. No spitting.
23. Sharing is wonderful, but during lunch/snack time your lunch/snacks belong to you, do not share your lunch/snacks this includes your water as well. Once you get your lunch/snack, please have a seat, this will reduce spills. Do not drink your water while you are walking, this will reduce spills from your water. If you don't want lunch/snack, let the counselor know or if you want a smaller amount, let the counselor. You never know who is allergic!
24. Follow these rules at camp and at trip locations.
25. When you come in, put your belonging in your group's area. Do not pile your belonging on other's belongings.
26. Do not wear other people's hats. Do not at any time play with the hair of other campers or supervisors.
27. Do not pick up or throw sticks or rocks while outside.
28. No gum chewing, cleaning gum from the floor or your hair is hard to do.
29. Follow these rules, and you will have a great time during the camp.

Important Notes

- ◆ Please contact the camp office, 302-259-6327, with any problems or concerns. All major problems will be handled through the Camp Office.
- ◆ **Camp opens at 8 a.m. (do not arrive earlier than 8 a.m.) and camp ends at 5 p.m..** If you are going to be late, please call 302-259-6327 to inform camp staff (there will still be a late fee) so the supervisor can let your child know you will be late. If you need to pick up your child early, call 302-259-6327 to find out where your child is so they can be ready when you arrive.
- ◆ Payments are to be made at the camp office or online.
- ◆ Sneakers/tennis shoes (that cover the entire foot) and socks are to be worn every day. This means no sandals! If your child shows up with sandals, you will be contacted to bring sneakers. No open toe or open heel shoes are allowed! No Crocs or Heely's skate shoes.
- ◆ Any special instructions or special needs must be given and discussed with the supervisor. If there is something that we need to know about, please see the supervisor.
- ◆ Special activities will be taught to the children, teaching cooperative games and activities that will require teamwork and communication.
- ◆ If your child regularly attends camp and will not be attending due to scheduled vacations or trips, please let us know ahead of time.
- ◆ A weekly newsletter will be sent every Friday via email; we will not be printing newsletters. Newsletters are to keep you aware of the following week's activities!
- ◆ **Parents MUST sign their children in and out EVERY DAY!** If your child is not signed into the program, the child is considered absent.
- ◆ If someone other than a parent is permitted to pick up your child then you **MUST** fill out the Authorized People to Pick-Up section on the Registration Form. **Authorized people must be over the age of 18 to pick up your child.** They must have picture identification. Debit cards/credit cards, etc. will not be accepted. We **will** check for identifications! No identification, no picking up!
- ◆ The supervisors and staff of the Camp Program will be trying their best to make sure that your children have a great experience. Thank you for your cooperation and support.
- ◆ It is important that parents cooperate with all the policies described in this booklet.

**Delaware Tech Summer Camp Program
Discipline Report Form**

Camper's Name: _____ **Age:** _____ **Staff Member:** _____

Date: _____ **Time:** _____ **AM PM**

Activity Involved and Location during Incident:

Description of Incident:

Offense Level (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Defiance of Authority | <input type="checkbox"/> Disrespectful/Abusive Language Hitting, |
| <input type="checkbox"/> Rough or physical abuse | <input type="checkbox"/> Throwing Objects |
| <input type="checkbox"/> Continuous Disruptive Behavior | |
| <input type="checkbox"/> Other _____ | |

Disciplinary Action Taken:

- Strike:** One (warning letter) Two (two day suspension)
 Three (week suspension) Four (dismissal)

Staff Member's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

Delaware Tech Camp Program ~ Incident Report Form

Accident **Sickness** **Observation** **Rescue** **Other** _____

Camper's Name: _____ Age: _____

Staff Member: _____ Date: _____ Time: _____ AM PM

Nature of Incident (Check all that apply)

- | | | | | | | |
|---|--|--|---|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Burn | <input type="checkbox"/> Irritable | <input type="checkbox"/> Rash | <input type="checkbox"/> Sting | <input type="checkbox"/> Bite | <input type="checkbox"/> Appetite | <input type="checkbox"/> Stomach Ache |
| <input type="checkbox"/> Constipation | <input type="checkbox"/> Vomiting | <input type="checkbox"/> Diarrhea | <input type="checkbox"/> Fall | <input type="checkbox"/> Break | <input type="checkbox"/> Bruise | <input type="checkbox"/> Bump |
| <input type="checkbox"/> Scrape | <input type="checkbox"/> Scratch | <input type="checkbox"/> Swelling | <input type="checkbox"/> Nose bleed | <input type="checkbox"/> Loose Tooth | <input type="checkbox"/> Lost Tooth | <input type="checkbox"/> Ear Ache |
| <input type="checkbox"/> Runny Nose | <input type="checkbox"/> Cough | <input type="checkbox"/> Sore Throat | <input type="checkbox"/> Fatigue | <input type="checkbox"/> Fever | <input type="checkbox"/> Headache | <input type="checkbox"/> Pain |
| <input type="checkbox"/> Unconscious | <input type="checkbox"/> Collision with Person | <input type="checkbox"/> Collision with obstacle | <input type="checkbox"/> Injury to Self | | | |
| <input type="checkbox"/> Hit with object <input type="checkbox"/> Other _____ | | | | | | |

Area Affected (Check all that apply)

- Head:** Cheek Chin Ear Eye Forehead Head Lip Mouth Nose Teeth Tongue Gums
- Body:** Abdomen Back Chest Groin Neck Shoulder
- Upper Limb:** Arm Elbow Finger Hand Wrist
- Lower Limb:** Ankle Buttocks Foot Hip Knee Leg Thigh Toe
- Specify:** Right Left Upper Lower Which finger or toe? _____
- Other:** _____

Action Taken (Check all that apply)

- Washed with soap & warm water Band-aid Applied Ice Applied Pressure CPR Back Boarded
- Skin Broken? Yes No Blood Exposure? Yes No Consoled Camper
- Other _____

Camper's Response: _____

Parent called? Yes No Sent Home? Yes No

Ambulance called? Yes No Public Safety Personnel Called? Yes No

Response of parties called: _____

If an Accident...

Where it happened: Walking Trip Bus Trip Restroom Gym Computer Lab Kitchen

Other: _____

Specific location: _____

How it happened: _____

Activity patron was engaged in: _____

Was the injured party negligent? Yes No If yes, in what way? _____

Witness #1: _____ Phone: _____

Witness #2: _____ Phone: _____

Staff Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Patron/Parent's Signature: _____ Date: _____

Delaware Tech Camp Medication Release Form

This form is to be filled out **EACH** time a new **prescription medication** is authorized.

Parent's Name

Phone

Date

Camp will administer medications to children only under the following conditions.

1. The medication is in the original container from the pharmacy.
2. A Medication Release Form is completed by the parent/legal guardian to include the name of the medication, the dosage to be administered, physician's name, the time to be administered and the length of time that the child is expected to be on the medication.
3. **Camp will not administer any medication without a parental medication release form and the physician's prescription on the medication.**

Child's Name

Name of Medication

Dosage

Times to be administered

Condition/Diagnosis _____

Physician's Name: _____

Physician's Number: _____

I hereby authorize Camp personnel to assist in the administration of medications described above during the following dates: _____ to _____.

Parent's Signature

Date

Delaware Technical Community College Handbook Agreement

I acknowledge that I have received a copy of the Handbook, which contains general information and guidelines about my Child's Camp Activities with the Delaware Tech Camp Program. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. Furthermore, I acknowledge that I will review the Camp Policies and Procedures with my child(ren) and that they will comply with the policies as well.

I understand that I should consult the supervisor regarding any questions not answered in this handbook.

Parent's Name: _____ Date _____

Parent's Signature: _____ Date _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____

Child's Name: _____ Age: _____