



# **Summer Day Camp**

## **Tamassee DAR School**

### **PARENT HANDBOOK Summer 2022**

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# Summer Day Camp at Tamassee DAR School

## Vision

To serve as a holistic learning and development community enabling success in school and life.

## Mission

To expand student's educational horizons, empower them to become exceptional citizens, and inspire community wholeness.

## Values

We speak life.

We believe the Creator gives every person inherent value and unique gifts. We see the best in others, affirm their potential, and empower them to realize their dreams. We are motivated by love, inspired by faith, and directed toward hope.

We never stop learning.

There is always something new to discover and wonderful to explore. We are committed to ongoing learning and development because education brightens our future and expands our impact and influence.

We maximize every opportunity and resource.

We strive to be present in every moment so we never miss an opportunity to impact others positively. We seek creative solutions no matter the challenge, and we maximize every resource entrusted to us.

We own our excellence.

We are committed to doing everything with the highest standards of excellence and utilizing our best practices. Each team member takes ownership to act with integrity, always follow through, and support others' success.

We have fun!

We believe we are made to be happy and to enjoy each other and the good things of life. We believe learning is meant to be fun. We laugh and play. We even turn our challenges into opportunities to shine and revel in each other's success.

The Summer Day Camp at Tamassee DAR School values each and every student. We aim to support each child through activities that are designed to enable them to become stronger individuals and productive citizens.

The Summer Day Camp is an inclusive program, accepting campers from all backgrounds. Staff will make every attempt to develop adaptations and modifications necessary to meet the needs of the children.

### **Camper Bill of Rights**

Each child deserves to be treated with dignity and respect. These are a list of camper rights for the Summer Day Camp:

- You will be treated with compassion, dignity, and respect.
- Your needs will be met in a timely and polite manner.
- Staff will talk with you in a respectful manner.
- Staff will make every effort to ensure your safety and to ensure that your basic needs are met.
- You have the right to receive competent care while you are here.
- You have the right to report suspected abuse or neglect of self or others without fear of consequences.
- You have the right to go to school in an environment free of bullying or harassment and to have reporting of any such activity be dealt with quickly, thoroughly, and fairly.
- You have the right to fair treatment that is not influenced by race, gender, sexual orientation, ethnicity, age, or disability.
- You have the right to express and practice your spiritual and religious beliefs.

The Camper Bill of Rights is meant to empower campers and create a sense of ownership within the program. As the campers begin the summer camp, they will be given the chance to add and adjust these rights as desired, as well as create their own responsibilities to which they will be held accountable.

### **Staff Code of Ethics**

The Summer Day Camp is committed to a code of ethics that guides the performance, conduct, and behavior of its staff. This code offers guidance for responsible behavior and will ensure the

highest level of professionalism in the operation and activities of the Program. Staff will adhere to this code of ethics and will be held accountable for their actions:

1. Staff will not harm children and will not participate in practices that are emotionally or physically harmful, disrespectful, degrading, dangerous, exploitive, or intimidating to children.
2. Staff will respect their colleagues and support them in maintaining this Code of Ethics.
3. Staff will promote safe and healthy working conditions and policies that foster respect, cooperation, collaboration, competence, well-being, confidentiality, and self-esteem in staff members.
4. Staff will not participate in practices that are in violation of laws and regulations protecting children in youth programs.
5. Staff will demonstrate respect and professional courtesy in their relationships with others.
6. Staff will not discriminate against children or families on the basis of sex, race, National origin, religious beliefs, medical condition, disability, or the marital status/family structure, sexual orientation or religious beliefs of their families.

## **Administration**

**Tyler Gibson, Interim Program Director**

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**Jon Holland, Chief Executive Officer**

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## Fees

### AFTER SCHOOL PROGRAM

<b>Regular Hours (7:30 am-5:30 pm)</b>	<b>Extended day (7:30 am- 6:00 pm)</b>
\$100 per week (for the first child)	\$115 per week (for the first child)
\$90 per week (for the second child)	\$105 per week (for the second child)
\$80 per week (for each additional child)	\$95 per week (for each additional child)

### **LATE FEE**

**If a camper is picked up past 5:30 pm and has not purchased extended day, the following late fee will apply: \$5 per day**

**After 6:30 pm, this late fee will continue to accrue.**

Fees will be billed and paid through the online Smartcare system. Cash and checks will be accepted if online payment is not preferred. If paying by cash or check, payment **MUST** be given to the Director or Assistant Director and a receipt will be provided for your records. Exact change is required. There is a \$10 fee for returned checks.

Fees are billed on a weekly basis and due the Sunday prior to the start of the week. If your child is enrolled for the entire summer, you can request a longer-term payment arrangement, rather than a weekly one, if needed. Otherwise, weekly bills are expected to be paid on time and any outstanding balances will receive an invoice and a late fee. Any concerns about payment should be discussed with the Director.

If your child does not attend for the week they are enrolled, you can request a refund only after missing 3 days or more, with no intention of attending. If you already paid for the entire summer of enrollment, your refund is only on a case-by-case basis, as determined by the Director. If you have a major concern about missing any extended period of time, please talk with the Director so we can find a solution.

If you attend and do not stay enrolled for the entire summer, your account will have a credit, which can be refunded or used for other programs. If inclement weather or emergencies close the program for a day or more, charges will still apply.

If there is a closure due to a COVID-related incident, charges will not apply.

If no payments are made after 30 days, parent/guardian must discuss payment options and concerns with the Director, in order to find a suitable payment arrangement. Failure to meet with the Director and resolve the issue may result in your child being terminated from the program for non-payment.

## **Financial Assistance**

If a family is finding it difficult to meet their tuition obligations, we will partner with you to help you find the assistance you need and qualify for. There are scholarship options and payment arrangements to consider for childcare. The first step in the process is to share your need with the Program Director, so that a copy of the Financial Assistance Policy can be shared with you.

NOTE: If no payments are made after 30 days and a balance is past due, the parent/guardian must discuss payment options and concerns with the Director, in order to find a suitable payment arrangement. Past due balances over 30 days will be referred to the Finance Director for further action. Failure to meet with the Director and resolve the issue after this point, may result in your child being terminated from the program for non-payment.

## **Daily Schedule**

Daily Schedule is subject to change

**7:30 am – 8:30 am** Check In/Breakfast  
**8:30 am – 8:45 am** Morning announcements  
**8:45 am – 9:45 am** Morning Free Time/ Recreation  
**9:45 am– 10:00 am** Cool-down and Transition  
**10:00 am – 11:30 am** Theme Block 1  
**11:30 am – 12:15 pm** Lunch (Banquet Hall)  
**12:15 pm – 12:45 pm** Open Play  
**1:00 – 2:15** Theme Block 2  
**2:30 pm – 3:00 pm** Snack (Banquet Hall)  
**3:15 – 4:45** Group Activities  
**5:00 pm – 5:30 pm** Pick-up (Education Building)



## **Enrollment**

Enrollment applications will be accepted up until the Thursday prior to the start of the week. If you do not have your child enrolled by that time, you are not guaranteed a space for the upcoming week. However, depending on available space, a Director can approve late enrollment applications. If your child becomes enrolled, you will be contacted by the Friday prior to camp, to confirm enrollment. Enrollment is available both online and in-person at the Education Building.

If space is unavailable, your child will be placed onto a waitlist for future openings and contacted by staff when a space becomes available.

As part of the enrollment process, a parent/guardian must complete the registration packet. This packet will include the following items:

- Registration Form
  - Address, phone number, and child's date of birth
  - Pick-up authorization and emergency contacts
  - Allergy information
  - Special needs or physical limitations
  - Demographic information
- Health Form with instructions for medication
- Permission to administer medication/first aid
- Photo Release consent form
- Liability Release statement

### **Changes in Information**

If, and when, any changes occur to the child's address, phone number, or parent information, the Director must be notified so that a child's file can be updated appropriately.

### **Camper Files**

While enrolled in the Summer Day Camp, campers will also have a camper file which includes any necessary reports related to enrollment, behavior reports, medical concerns, and any other information related to the program requirements. This file will remain locked up in the main office.

## **ATTENDANCE & ARRIVAL POLICIES**

### **Attendance**

Attendance will be taken daily and throughout the day to ensure that children are present and accounted for. If a parent/guardian has any scheduled vacation days or other planned absences and late arrivals, please notify the Director, so that attendance is accounted for during those times.

### **Pick-Up & Drop-Off Procedures**

#### **DROP OFF**

Campers should be dropped off at the Education Building, where staff will meet them for attendance and breakfast.

#### **PICK UP**

Campers will **ONLY** be allowed to be picked up by the parents/guardians listed on the registration form. If a parent/guardian decides to allow another person to pick up their child, they need to have this person listed as an authorized pick-up person or the child will not be allowed to leave the program. The authorized person must be over the age of 18 and must bring a valid ID for approval. In cases where an individual (not listed on the enrollment form and without prior permission from a parent/guardian) attempts to pick up a camper, the parent/guardian will be called to authorize the pick-up. **If at any time you need to add or delete an authorized individual, please immediately notify the Director.**

When picking up your child, you are required to sign them out of the program by using your assigned PIN number or QR code, along with providing an electronic signature.

### **Late Pick Up**

Campers are expected to be picked up from the program no later than **5:30 pm**. If extended time for pick-up is needed, a parent/guardian will need to notify the Director. Any pick-up time beyond 5:30 pm may be charged as a late pick-up fee, unless prior arrangements have been made with the Director.

Please note that an extended day option is available, through 6:00 pm, which can help prevent any unexpected and continuous late fees.

If a child is not picked up by 6:00 pm, please notify the Director when you are planning to arrive, as additional late fees may start to accrue after 6:00 pm.

If pick-up is unusually late, staff will start to call the emergency contacts until a parent arrives.

## **Snacks & Meals**

Campers will be provided with a daily snack, consisting of a healthy food item and a drink. They **DO NOT** need to provide their own snacks and we request that children not bring in any outside food, unless it is discussed with the Director. If your child has any special diet or allergy concerns, these **MUST** be listed on the registration form. If dietary needs change, please notify the staff, so the camper file can be updated.

## **Activities**

Before all structured activities, safety guidelines and rules will be shared with the children. Extra precautions will be taken as necessary, to include liability release, guidelines for proper clothing, and camper to staff ratio.

### **Swimming**

Swimming is **NOT** a regular part of the program.

### **Field Trip & Water Activities**

Field trips are an integral part of our learning experience. A permission form must be signed by a parent/guardian prior to each field trip water-related activity. Parents/guardians will be given information prior to the trip, regarding the destination, scheduled times, and other pertinent information. Children are not required to participate, but it is highly encouraged.

In the event of an accident during the trip, staff will adhere to the following procedures:

- \* Call 911 to report the accident and request an ambulance if there are injuries.
- \* Call any injured child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
- \* Provide first aid as trained in an approved First Aid training course until emergency personnel arrive.
- \* Take the child's emergency medical information with them to the hospital or emergency location.
- \* A staff member will remain with the child at the hospital or emergency location until a parent or guardian arrives.
- \* A staff member will remain at the accident scene to supervise uninjured children.
- \* A call will be made to the Center and/or the Administration Office to inform the Director, the CEO, or Program Development Officer of the accident.

In the event that a child becomes sick on a field trip:

- \* The group will return to the Education Building
- \* The child's parent/guardian will be contacted and asked to pick the child up.

## **Outdoor Activities**

It is our expectation that children will go outside as often as possible, weather permitting. "Weather permitting" means no falling precipitation, thunder, lightning, or inclement weather. Inclement weather is defined by the American Academy of Pediatrics, American Public Health Association, and National Resource Center for Health and Safety in Child Care and Early Education (2010) as a wind chill factor at or below 20 degrees Fahrenheit or at or above a heat index of 95 degrees Fahrenheit. Due to the health effects of ground-level ozone, the SC Department of Health and Environmental Control provides the service of forecasting ozone concentrations to warn the public of unhealthy air and to encourage people to avoid exposure to unhealthy air.

If outdoor play is decreased due to weather, indoor active play is still available, so the total amount of active play remains the same. Any change in recreational opportunities will be determined by staff, based on weather conditions and program needs.

If you feel a child is too sick to go outside, then he/she is too sick to be at the Summer Day Camp. We request that a child be kept home until they are well enough to go outside.

## **Cell Phone & Technology Usage**

We know and understand that children may come to our program with cell phones. Our policy requires that campers do not use their cell phones at any time during the duration of the school day, unless there is an emergency or they are given permission to do so. Cell phones need to be kept away in their backpacks. We also ask that campers do NOT bring any other devices from home, including video game systems, tablets, or laptops, without prior permission.

If this policy is violated, and multiple warnings have been given to a camper, then we will have a meeting with the parent/guardian regarding these incidents. Cell phones and electronics can be taken away by staff, at any time, if the child refuses to follow these rules or if they are being used inappropriately. If this is the case, then these cell phones can be picked up in the Director's office at the end of the day by a parent or guardian.

## **Transportation**

Any staff member who transports children will be required to have the following:

- Valid Driver's License (with no more than 8 violation points or 2 accidents within a 3-year period)
- Completion of a Defensive Driving course
- Completion of an internal bus driver training (supervised by the Building/Grounds Director)

## **Emergency Procedures**

### **COVID 19**

The Summer Day Camp will follow all public health and government guidelines to protect our campers and staff. Classroom areas, bathrooms, computers, and other resources will be cleaned and disinfected daily. Social distancing will be put into practice, as much as possible. Teachers, volunteers, and visitors, who have not been fully vaccinated, will be required to wear a mask. Disposable masks will be available, if needed.

Children will have their temperature checked upon arrival. Any child with a fever over 104 degrees will be immediately removed to an isolated room, away from other children, and a parent/guardian will be contacted to come and pick up their child. Any other signs and symptoms of illness will be monitored by the staff and if there are any concerns, the child will be removed from the classroom. Parents will be notified of the symptoms and asked to pick up their child as quickly as possible.

According to the SC Department of Health and Environmental Control (DHEC), the following symptoms may be identified:

- Any one (1) of the following:
  - o Fever – or-
  - o Shortness of breath or difficulty breathing -or –
  - o Loss of taste or smell -or –
- Any two (2) of the following:
  - o Sore throat – and/or –
  - o Muscle aches – and/or –
  - o Chills – and/or –

- o New or worsening cough

Note: Parents of a child with any one of these symptoms should consider not allowing their child to attend the child care facility regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma), exclusion may not be necessary.

*Return to Child Care Facility (Source: DHEC Guidelines)*

Any child that is asked to go home for the day due to COVID-like symptoms, must adhere to the following set of procedures before returning:

- Advise staff members and parents of sick children not to return until they have met criteria for return.
- Children or staff excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition.
- Children or staff that require testing for COVID-19 will require a negative PCR (mouth or throat swab) test or, if not tested, must complete the current isolation criteria for COVID-19 to return to childcare. • Children and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:
  - o Ten (10) days have passed since symptoms started - and –
  - o Three (3) days (72 hours) have passed since last fever without taking medicine to reduce fever - and –
  - o Overall improvement in symptoms.
- Those who test positive by a PCR (mouth or throat swab) test but do not have symptoms will be required to stay out of child care until ten (10) days after the specimen was collected.
- The criteria above should be used to determine eligibility to return to child care. Negative tests results are not required.

*Social Distancing and Cohorting (DHEC Guidelines)*

The Summer Day Camp will plan to follow social distancing and cohorting guidelines, as outlined by DHEC:

- Social distancing may not be feasible for young children in a classroom. For this reason, any children and staff in a classroom with a case will be considered close contacts and require quarantine unless specific social distancing practices were observed between all persons in the classroom.
- Cohorting: The number of children and staff that will be required to quarantine can be limited by cohorting each class. This means keeping the same children and staff together and limiting any interaction outside of that group. Children cohorted in a class together should be kept away from children in other classes, and staff should practice social distancing when around other staff members.

### *Cases in the Classroom (DHEC Guidelines)*

These guidelines will apply if there is a positive case within any of the cohorted groups:

Contagious period: If a child or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began. If they tested positive but had no symptoms, their contagious period begins 2 days prior to the date the specimen for their test was collected.

Person not in the facility when contagious: If a child or staff member is determined to be a case of COVID-19, they must be excluded until they meet criteria for return (see “Quarantine” below). Anyone who lives in the same household with the person with COVID-19 will also need to be excluded. No further steps need to be taken if it is determined they were not in the facility during their contagious period.

Person contagious while in the facility: Facility should not reopen the facility until the following measures are in place to prevent further spread in the event a person is determined to have been contagious with COVID-19 while in the facility:

- o Anyone who spent fifteen (15) minutes or more within six (6) feet of the case during their contagious period is considered a close contact and must quarantine until fourteen (14) days after their last contact with the case.

- o Cohorted classes: If proper cohorting measures were followed in the facility (see “Preventive Planning” above), only children and staff in the classroom cohort with the case and any other identified close contacts will be required to quarantine for fourteen (14) days after the last time the case was in the facility.

- o Non-cohorted classes: Facility will need to assess everyone who may have been a close contact to the person with COVID-19 and exclude them from the facility.

- o The classroom will need to be closed for cleaning and disinfection before it can be used again.

o The facility should inform parents of other children in the facility who were not classroom or other close contacts to the person with COVID-19 that they should monitor their children for symptoms. The facility should also monitor incoming children and staff each morning for symptoms until fourteen (14) days after the case was in the facility.

*Quarantine (DHEC Guidelines)*

Some children or staff may have been told they were a close contact to a case of COVID-19 outside of the child care facility and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. For children, a parents’ note that they have been cleared from quarantine may be used to allow return to child care. CDC provides guidance on appropriately counting the quarantine period for different scenarios.

	At-home test Positive	At-home test Negative
Symptomatic w/o Close Contact	Isolate Contact Healthcare provider (HCP)	Excluded per school/childcare exclusion criteria Contact HCP/PCR test
Symptomatic w/Close Contact	Isolate Contact HCP	Contact HCP/PCR test Quarantine per guidance
Asymptomatic w/o Close Contact	Isolate Follow-up test Contact HCP	May return to Summer Day Camp
Asymptomatic w/Close Contact	Isolate Contact HCP	Quarantine per guidance Follow-up test required for option to shorten quarantine

- Household contact: If the child or staff member lives in the same household as a person contagious with COVID-19, they will have to quarantine an additional fourteen (14) days after the date their household member has been cleared from their isolation period (Scenario 4).
- Other close contact: If a child or staff member has been told they are a close contact to a case of COVID-19, they will need to quarantine until 14 days after the last contact with the case (Scenario 1).
- Other household member in quarantine: If the child or staff member lives in the same household as someone in quarantine (i.e. exposed to someone with COVID-19 and is monitoring to determine if they may become contagious with it), they will not necessarily need to quarantine themselves unless the household member in quarantine is determined to become contagious with COVID-19.
- Those with COVID-19 who recovered: If a camper or staff member is a lab confirmed case of COVID-19 by PCR (nose or throat swab), they do not need to quarantine again after close contact to someone with COVID-19 in the first three (3) months after recovering but will for any



close contact that happens after that three (3) month period beginning the date the test was collected. o The person must provide either a note from a healthcare provider that they had the positive lab result dated in the past three (3) months or provide a paper or electronic copy of the results (SARS-CoV-2 RNA – Detected or Positive)

o A positive antibody results (SARS-CoV-2 IgG or IgM) or any other lab test is not sufficient to meet this criteria to defer quarantine. They must quarantine according to the current guidelines.

(DHEC Guidelines can be found at <https://www.dhec.sc.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/schools-childcare-centers-covid-19>)

DHEC Guidelines will continue to be updated in the handbook as new guidelines are released. Parents will receive a copy of these new guidelines once they are available.

#### *Other information*

Staff in the program will be temperature-checked and treated in the same manner and will follow a set of guidelines developed by the organization for its employees.

Parents/Guardians will be expected to adhere to these guidelines and we trust that every family member will do their part in helping us to keep a safe environment.

Cancellation of any planned events, meetings, or program-related activities may occur based on the severity of the situation and current guidelines.

If, to our knowledge, any child or staff member tests positive for COVID-19, then a letter will be sent home explaining the steps we are taking to ensure your family's safety. DHEC will also be notified if a positive case is presented throughout our campus.

Buses and minivans will be cleaned and disinfected after each use.

### **Illness**

Summer Day Camp is not set up to care for sick children. Please do not bring your child to the program if they are ill in any capacity. This includes vomiting, diarrhea or a fever of 100 degrees or more without medication, and head lice. They should be free of symptoms, without taking medication for 24 hours, before returning to the program. If your child becomes ill during the program you will be notified and asked to pick up your child. Sick children will be isolated from the other children and will be supervised by a staff person until the child is picked up by their parent or guardian. If you cannot be reached, the emergency contact person listed in your child's file will be contacted. It is very important that phone numbers for you and a contact person be updated as they change. Chairs, desks, and other items a sick child may have come in contact with will be cleaned using a disinfectant to reduce the risk of infecting other children.

Over the counter medication and prescription medication are provided by the parent. Medication of any form, including sunscreen, medicated ointment, and bug spray, will not be given without the written permission of the parent/guardian. A medication log for any medications being given during the program will be completed by the staff administering the medication. The parent or guardian must sign a *Medication Administration Form* for any of the specified days that medication is to be given. Medication should be in appropriate containers and labeled with the child's name, dosage, and instructions for administering. Medications will be stored in a locked area and administered by the appropriate staff. A *Medication Administration Form* must also be on file from the doctor for all prescription drugs.

## **Immunizations**

Children are required to have immunization records as a part of the enrollment process. These immunizations are the same as required by the school district:

- Hepatitis B
- Polio
- Varicella (Chickenpox)
- DTaP (tetanus, whooping cough)
- MMR (Measles, mumps, rubella)
- Tdap (whooping cough booster required before seventh grade)
- Hepatitis A

## **Medical Procedures**

### **Medication**

All medication to be given to campers during school hours, whether for a temporary condition (such as a cold) or for chronic issues (such as asthma or food allergies), must meet the following guidelines:

- Written, signed and dated parental consent is required prior to the administration of any prescription or over the counter medication (this includes cough drops, Tylenol, vitamins, etc.) or the administration of any special medical procedure.
  - All medications shall be used only for the camper for whom the medication is labeled.
  - Medications shall not be given in excess of the recommended dose.
  - Prescribed special medical procedures ordered for a specific child shall be written, signed and dated by a physician.
- Storage of medications:

- All medications shall be kept in their original labeled containers and have child protective caps. The child’s first and last name shall be on all medication.
  - All medications shall be stored in a separate locked container under proper conditions of sanitation, temperature, light and moisture.
  - Discontinued and expired medications shall not be used and shall be returned to the parent/guardian or disposed of in a safe manner.
- Medication log:
    - For medication administered by a staff person, a log shall be kept including the child’s name, name of the medication, dosage, date, time and name of the person administering the medication. The log shall be kept on file for three years.
  - Medication error:
    - Medication errors, (e.g. failure to administer a medication at the prescribed time, administering the incorrect dosage or administering the wrong medication;) shall be recorded on an incident report and kept on file for three years.
    - The parent shall be immediately notified by phone of a medication error or a suspected adverse reaction to a medication

## **Injury**

Children who are injured during our program will receive immediate first aid and/or emergency care. In the case of a severe or life-threatening injury, staff will immediately call 911 and a parent/guardian will be contacted. If the parent/guardian cannot be reached and does not return our call in a timely manner, staff will also call the emergency contact/s in order to ensure we have contact with someone.

## **Inclement Weather**

The Summer Day Camp may be closed during any periods of inclement weather that hinder the safety of our children and staff. If inclement weather develops during program hours, the emergency weather procedues listed below will be followed and the program will remain open, unless the weather becomes a safety hazard. Parents will be notified if any camp closures occur.

If you have any questions about our hours of operation or closings, please call us at 864-944-1390 x112.

## Emergency Preparedness

The Summer Day Camp has a set of procedures and guidelines in place to provide assistance and support during any emergency situation.

Emergency drills will be conducted on a regular basis.

### **Disaster and Severe Weather Emergencies**

A nuclear event, severe weather, earthquake, gas or chemical spills, fires, and other facility and security related emergencies are disasters that could occur with little or no warning.

Storms and other hazardous weather can manifest quickly. The most important safety tip for campers and staff is to remember to stay calm in any situation. Staff will have access to flashlights, extra batteries, water bottles, and other items during an emergency. Staff will also be expected to keep their cell phone in hand, as this may be the only means of communication during a power outage.

### **Severe Thunderstorm/ Tornado/Flash Flooding**

During severe weather (lightning, wind, flash flooding, etc.) each staff person having responsibility for children will follow the guidelines listed below:

- 1) Safety is often the use of good, practical, and common sense. Staff members will assume the responsibility for any child's safety that is in their care or supervision during times of danger.
- 2) Children will be kept inside the building under supervision. **Under no circumstances** will the children be outside if lightning or high winds are in the area, nor after it has passed, until they have been notified that it is safe to do so.
- 3) During a Severe Thunderstorm or Tornado Warning, all children will be placed within the safest confines of the building away from glass windows and doors, i.e., basement, hallway, etc. Designated areas are shown in diagrams throughout each building and both staff and campers will know where these areas are located, as practice drills are a regular and consistent part of the program.
- 4) High voltage lines are often broken as a result of winds and fallen trees. Campers and staff are expected to stay clear from any possible danger until they are notified that the area is safe.
- 5) During power failures, **STAFF WILL NOT** use open flames (candles, etc.) in any area of the building. No matches and/or lighters should be used until it is determined that there are no gas leaks in the area.
- 6) When a **Severe Thunderstorm Watch** or a **Tornado Watch** is posted, this means that weather conditions are favorable for the development of a Severe Thunderstorm and/or Tornado and a **Warning** could be issued at any time. All children will be accounted for and preparation will be made to move children to a designated area immediately, should a **Warning** be issued.

**Staff and children must stay in the designated area until the warning is lifted.** We will make every effort to keep parents informed in an emergency situation.

7) Designated areas are assigned as follows:

- a) Chapel – Under the nearest pew away from windows
- b) Banquet Hall – Hallway near public bathrooms, serving line and kitchen area
- c) Student Activities Building – Downstairs bathrooms and/or the Activity Room.
- d) Education Building – Basement hallway
- e) Playground/Pavilion area- Basement in Groves Cottage

8) It has been suggested by the Oconee County Emergency Preparedness Agency that a **Severe Thunderstorm Warning** be taken as seriously as a **Tornado Warning**.

## **Earthquake**

An earthquake is a sudden shaking of the earth caused by the breaking and shifting of the rock beneath the earth's surface. Earthquakes happen very suddenly with little or no warning. Children will be guided to **STAY CALM AND DO NOT RUN OR PANIC**. If children are in a building, they will stay inside and get under a heavy table or a piece of sturdy furniture. If they are outside, they will be led away from buildings. If an evacuation is necessary, the Program Director will coordinate plans with the Chief Executive Officer.

## **Gas or Chemical Spills**

A toxic chemical spill or gas leak could require us to shelter in place or in extreme situations, to evacuate the campus. Evacuation of the campus, if required, would be handled under the direction of our local Emergency Preparedness Office. The Program Director will coordinate evacuation plans with the Chief Executive Officer. Staff and children will stay indoors with all the windows closed until they receive instructions on procedures for an orderly evacuation, if warranted.

## **Fire**

In the event of an actual or observed fire or the observation or smell of unexplained smoke that could indicate a fire in a building or on the grounds, and/or if the fire alarms are triggered within a building, all occupants will evacuate the building and/or the surrounding area and immediately call 911.

A diagram will be placed in each building showing the floor plan and the fire exits. A designated location outside of each building will be determined, so that staff can take attendance and ensure that all campers have left the building. Staff will conduct and track monthly fire drills. It is everyone's responsibility to report any suspected fire hazards, malfunctioning fire

warning devices and/or fire extinguishers, or any other conditions that might cause or fuel a fire. All staff will be trained in the proper use of fire extinguishers annually.

## **Bomb Threats**

In the event of a bomb threat to any building, the procedure listed below should be followed: the person receiving the threat will obtain all possible information from the caller. Children will be evacuated from the building and be supervised at all times. Attendance for campers will be taken and then all campers will move to the nearest building. Staff will notify the Director immediately after a threat has been heard or suspected. If a Director is unable to be reached, staff will immediately call 911 and NOT return to the building until it is deemed safe to do so.

## **Threats of Terrorism**

When an individual receives what is believed to be a potential or credible terrorist threat, or observes activity that could be potentially terrorist related, that information will be immediately provided to the Director and they will inform local law enforcement. The local law enforcement will determine if the situation meets the FBI's definition of terrorism. If the threat is determined to meet the definition, SLED will be notified and they will determine if the area potentially impacted needs to be evacuated and will establish and secure the area as appropriate.

## **Intruder**

In the event that an intruder or visitor becomes violent or poses any danger, communication will be made to the Director regarding the possible threat. The following procedures shall be applied through a staff member's personal judgment, in an effort to make decisions that would maximize the potential for their own safety as well as that of our children and other staff:

Staff will be on alert for any suspicious individuals or activity and immediately notify the Director when a concern is observed. If anyone feels threatened or has a valid suspicion of immediate danger, they will stay calm and call 911 immediately, and then communicate with the Director. If they are safely able to do so, they will then inform others within the building and across the campus, using phone calls, texts, or other means of communication.

When other staff that are with children are notified of a dangerous situation, they should immediately take measures to ensure the safety of the children in their care. They should take the following actions if they can do so safely:

1. If outdoors, get the children to a safe location away from the area of danger.
2. If indoors, in a separate building from intruder, staff should immediately ensure that all doors and windows are locked and gather the children together in a central, safe location.
3. If indoors, in the same building as the intruder, immediately evacuate as many children as possible, if they can do so in a manner that does not go near the area where the intruder is

located. If they cannot safely exit the building, they will shelter in place until the area is secured by emergency management personnel.

4. Once emergency personnel have arrived and taken over the situation, staff should obey all commands. Any statements to the news media shall be made only by the Chief Executive Officer or their designee.

### **Evacuation Plan (non-nuclear)**

Should a mandatory evacuation of the campus be ordered, Tamassee DAR School would follow the direction and guidance of the Oconee County Emergency Preparedness Office (EPO). The evacuation site would be established by the EPO at the time of the incident. EPO will coordinate with the Program Director, who will then notify parents immediately through a text alert and email sent from the Smartcare (registration) system. Please make sure that the information in this system is always kept current. In the event that a parent is not reached, individual phone calls will be made, once we have arrived at the evacuation site.

### **Nuclear Event and/or Emergency**

In case of a nuclear event or an emergency, outdoor sirens will sound repeatedly to warn of a problem. If you hear a siren, turn on your radio or television immediately. Tune your radio to WFBC 93.7 or your TV to WYFF News 4 Greenville. *THE SIRENS MAY BE USED TO WARN YOU OF A STORM OR OTHER EMERGENCY SO HEARING A SIREN DOES NOT MEAN YOU SHOULD EVACUATE.* In an emergency, fire, police and rescue units may also patrol the area and sound their alarms. If there is a problem, you might be told to stay indoors or you might be told to evacuate. Should an evacuation be necessary, a member of the Emergency Response Team will coordinate evacuation plan A or B. If a warning is given for a nuclear emergency, please take the following action:

Account for all of the campers in your immediate care;

If you are outside, go inside immediately and turn on your TV or Radio;

Wait for instructions.

### **EVACUATION PROCESS FOR THE AFTER SCHOOL AND FULL DAY PROGRAM**

In the event of an actual nuclear evacuation, as identified above, the Program Director will follow immediate guidelines from the Chief Executive Officer. Parents/Guardians will be notified immediately through a text alert sent from the Smartcare (registration) system. Please make sure that the information in this system is always kept current. In the event that a parent is not reached, individual phone calls will be made, once we have arrived at the evacuation site.

Parents/Guardians should be aware of the following designated location for evacuation procedures:

*3:00 PM to 6:30 PM (After School) 7:00 AM to 6:30 PM (Full Day)*

Appointed members of the Emergency Operations Team will pick up the Summer Camp Campers and staff at their respective buildings and transport them, in a school vehicle, to Westside High School in Anderson. Westside High School is located at 806 Pearman Dairy Road, Anderson, SC 29625.

**The designated route is SC 11 to SC 183, right on SC 183 to US 76/123, left on US 76/123 to SC 24, right on SC 24 to SC 28 Bypass, left on SC 28 bypass, 1.2 miles to Westside High School on right.**

## **Behavior Management**

### **Camper Expectations**

Age appropriate limits and rules are necessary to safeguard children and premises. These limits and rules are explained on each child's level of understanding. Acknowledging that all children are uniquely different and mature at different levels, it is necessary that each parent cooperate with the Program in establishing an appropriate disciplinary action.

**THERE IS ABSOLUTELY NO CORPORAL PUNISHMENT ALLOWED.**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, we use a positive approach to discipline and practice the following discipline and behavior management techniques:

WE DO:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.



- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use discussion to work through common conflicts.

#### WE DO NOT:

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if consistent disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right to terminate services for that particular child. A meeting will take place between the parent and the Director before any suspensions or termination takes place. The safety and well-being of your child and the other children are of the utmost priority for our program, and decisions will be based on the best interests of all the children involved.

We strive to offer quality developmentally appropriate educational programs to children. One of the main components to success is partnering with you to help your child grow within our program and at home. We also recognize that, "one size does not fit all", meaning our summer camp environment, although inclusive, may not meet the expectations you envision for your child's program. If at any time, you are unsatisfied or concerned with our policies and expectations, please speak with the Director.

## **Trauma-Informed Practices**

The Summer Day Camp utilizes trauma-informed practices to guide camper behavior and camp management. These practices have the following components:

1. Safety- Practices that will make campers and staff feel physically safe
2. Trustworthiness & Transparency- Making decisions that allow for transparency to all parties involved and will help to build and maintain trust
3. Peer Support- Drawing on personal strengths to develop non-judgmental relationships that can help support each other throughout the camp
4. Collaboration- Making decisions that support the different opinions between staff, campers, and parents
5. Empowerment- Supporting the idea of resilience and the ability to heal from trauma, which will allow for campers to build upon their strengths and overcome their challenges
6. Cultural Responsiveness- Responding appropriately to stereotypes, biases, and trauma that might affect a camper's decisions and behavioral responses

Sources:

SAMSA [https://ncsacw.samhsa.gov/userfiles/files/SAMHSA\\_Trauma.pdf](https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf)

National Child Traumatic Stress Network

## **Expulsion Policy**

We will do everything possible to work with you and your family in order to prevent expulsion/suspension.

Proactive Actions That Can Be Taken in Order to Prevent Expulsion:

1. Staff will try to redirect child from negative behavior.
2. Staff will reassess classroom environment, appropriateness of activities, supervision.
3. Staff will always use positive methods and language when disciplining children.
4. Staff will praise appropriate behaviors.
5. Staff will consistently apply consequences for rules.
6. Child will be given verbal warnings.
7. Child will be given time to regain control. (Quiet areas are available.)

8. Child's disruptive behavior will be documented and maintained in confidentiality (for use in development of behavioral plan with parent and/or mental health services).
9. Parent/ Guardian will be notified verbally or in writing when needed and parent meetings will occur to help with actions to support the child's needs for services and supports.
10. Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
11. The Director, classroom staff and parent/guardian will have a conference to discuss how to promote positive behaviors, and resources and tools will be provided in development of a behavioral plan to support social emotional development for all children.
12. The parent/guardian will be given literature or other resources regarding methods of improving behavior.
13. Recommendation of evaluation by professional consultation on premises or off premises referrals may be required.

#### Expulsion:

1. Expulsion may occur if the child is at risk of causing serious injury to other children or himself/herself and methods in behavioral plan have not worked.
2. Expulsion may occur if Parent/Guardian threatens physical or intimidating actions towards staff members or others.
3. Expulsion may occur if Parent/Guardian exhibits verbal abuse to staff in front of enrolled children.

\* If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting actions. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the program.

\* The parent/guardian will be given a specific expulsion date that allows the parent/guardian sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child or parent/guardian to satisfy the terms of the plan may result in permanent expulsion from the program.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, we will inform the child's family.

## **Bullying**

At no time during our program will we allow any form of bullying, including, but not limited to: teasing, harassment, fighting, rude or discriminatory comments, pushing, shoving, and throwing objects at other children. If these incidents occur, we will take the following steps:

1. Campers will be given a verbal warning and a conversation about each incident, alongside a written disciplinary report.
2. Campers will receive a “suspension” of privileges, such as the removal of recess time, choice time, or use of electronics/game systems.
3. If the issue escalates after all the above procedures have been used, the camper will be removed from the program for a minimum of 1 day, and more days as needed, based on the situation.

Multiple cases of disciplinary reports, without a change in behavior being shown, may result in termination from the program or extended suspension.

### **Language & Diversity Policy**

The Summer Day Camp will aim to actively promote anti-discriminatory practices to build an inclusive environment where all children can fulfill their potential and where children and families can feel accepted, respected, and valued. No child will be denied access to activities, materials, or equipment on the basis of race, sex, national origin, sexual orientation, culture, or family structure. Children will not be encouraged or discouraged in ways that reinforce stereotypes. The program aims to provide a positive and loving environment free from prejudice and discrimination and it will provide activities that promote diversity. Activities, books, materials, and the learning environment are used to reflect the diversity of all children and their families. We strive to provide learning experiences that are meaningful to each individual child and that recognize various learning styles, languages, and abilities.

### **Publicity Release Policy**

Parent/Guardian must give permission to Tamassee DAR School to use a child’s name, photograph, or other identifying information in written or visual form for newsletters or other forms of media. Please also consider that many photographs will include groups of children engaged in different activities and you MUST have a written refusal on file if you do not wish for your child to be included in these group photographs.

Tamassee DAR School is completely committed to rejecting any use of children’s names, photographs, or other identification in any manner whatsoever that could be considered exploitation. No child will ever be intentionally used in such a manner.

### **Complaints and Grievances**

Both campers and their families have a right to voice their grievances and concerns about the program at any time. We are open to hearing your thoughts and we are committed to making

reasonable accommodations for you and your child, as needed, and within reasonable expectations. If you have a complaint/grievance, please follow this procedure:

1. Contact the appropriate classroom teacher for any complaints that have originated within the classroom, the outdoor space, or the enrichment activity. This will allow each party the opportunity to clarify and resolve the issue.
2. If there is any issue with a volunteer, contact the Program Director.
3. If a problem persists after meeting with the teacher, contact the Program Director.
4. In any case where the issue escalates beyond the Program Director, parents/guardians are encouraged to contact the Chief Executive Officer.

\*\*Please note that all communication will be documented as part of the camper file.

## **Confidentiality**

### **Disclosure of Confidential Information**

Staff and child records will be kept in a locked location.

Staff members may have access to a child's record if he/she has a need for such information in connection with his/her duties. The fact that an individual usually has access to a camper's record does not give them the privilege of reviewing the record unless there is a need for the information in the performance of his or her duties.

A child's record, emergency information, photograph, and other information about the child or family, including information that may identify a child by name or address, is confidential and may not be copied, posted on a web site, or disclosed to unauthorized persons, without written consent from the child's parents.

Staff members having access to children's records are required to abide by the written policies regarding confidentiality of children's records and the method of making disclosure of information in records.

In order to prevent improper disclosure, any request of confidential information should be made in writing to the Program Director.

## **Mandated Reporting**

Tamassee DAR Summer Camp staff are required by law to report any information received in a professional capacity which gives reason to believe that a child has been, or may be, abused or neglected. Depending on the relationship of the alleged perpetrator to the victim, the report will be made to the relevant County Department of Social Services, law enforcement, and/or the Out-

of-Home Abuse and Neglect (OHAN) Investigations Unit within the SC Division of Social Services.

Any time a staff person becomes aware of an abusive or neglectful situation, a report shall be made to two of the following administrative staff: Program Director and Chief Executive Officer. The report should include all individuals involved, the facts of the incident, and how the staff became aware of the incident. Administrative staff will support the staff person in making the necessary reports and documenting the incident.

The report must be kept confidential and only shared on a need-to-know basis. Other than gathering basic information about the incident, no staff will investigate the incident prior to making the necessary reports as required by law. The proper outside agencies will be responsible for investigating the disclosed information. Tamasee DAR Summer Camp Staff will cooperate with the SC Department of Social Services, OHAN, and Law Enforcement related to any resulting investigations. Additional internal investigations will only be done in cooperation with the outside responsible organization and/or with their consent and approval.

### **Volunteers and Staff**

As part of the Summer Day Camp, children will be working alongside both volunteers and staff. Staff will be over the age of 18 and cleared for criminal and child abuse backgrounds. Staff will also be expected to have experience in child care or education, and they will receive professional development trainings throughout the school year.

Volunteers will need to be at least 16 years old, with exceptions to certain clubs and private groups that choose to provide only short-term and non-recurrent volunteer services. Volunteers over the age of 18 will receive criminal and child abuse background checks, as well as volunteer orientation. Volunteers are here to support the extra needs of our program and while they are treated as staff and held to similar child care expectations, they are never working with children, unless supervised by a staff member.