



# **CAMP ECO**

## **Environmental Caretakers of Oregon**

Picture by Olivia G.

**Summer Day Program**  
**SUMMER 1999**  
**PARENT PACKET**

## **A KID'S DOMAIN/CAMP ECO PROGRAM GOALS**

1. To provide a loving and relaxed environment where the children's physical and emotional needs are met.
2. To establish an atmosphere of respect for others and self.
3. To establish respect for the equipment and materials.
4. To help the children develop self-control and a clear understanding of the expectations in this environment.
5. To provide an environment where the children will develop an enthusiasm for learning, literature, cooking, music, social science, large motor, science, manipulative activities, and field trips.
6. To provide ample opportunity to develop coordination and large motor skills through physically active and outdoor play.
7. To establish room awareness among all staff to ensure that a safe environment is always present - both indoors and out.
8. To be supportive of parents encouraging involvement and open, honest communication while using tact and discretion.
9. To provide an opportunity to become independent and responsible through self directed and individualized activities.
10. To provide the children with appropriate alternatives to angry and aggressive behavior.
11. To learn how to participate and function well in a group.

## **MONDAY, WEDNESDAY & FRIDAY SCHEDULE**

6:00-8:00	Rise and Shine. Free choice activities will be available.
8:00-8:30	Breakfast
8:30-9:00	Group time-talk about daily events and activities.
9:00-9:30	Divide into groups.
9:30-10:15	Group 1 outside activities. Group 2 art activities.
10:15-11:00	Group 1 art activities. Group 2 outside activities.
11:00-11:15	Regroup, discussion and/or story. Talk about exciting discoveries.
11:15-11:30	Wash up for lunch.
11:30-12:00	Lunch.
12:00-3:00	Swimming. (Wed.)
12:00-1:00	Free-play/outside gross motor play.
1:00-2:00	Quiet time/write in journals, read books.
2:00-2:20	Science exploration. (Mon. & Fri.)
2:20-2:50	Group 1 organized game. Group 2 p.m. craft.
2:50-3:20	Group 1 p.m. craft. Group 2 organized game.
3:20-3:30	Get ready for snack.
3:30-3:40	Snack.
3:40-4:20	Quiet activities. (Wed.)
3:40-5:00	Free-play & organized activities.
5:00-6:00	Quiet activities/clean up.

## **TUESDAY & THURSDAY SCHEDULE**

- 6:00-8:00 Free choice.
- 8:00-8:30 Breakfast.
- 8:30-9:00 Group time, organize, and go over rules.
- 9:00-3:00 Field trip. (Leave at 9:00 a.m. sharp)
- 3:00-3:30 Snack.
- 3:30-4:20 Quiet time.
- 4:20-5:00 Free-play, organized games and activities.
- 5:00-6:00 Quiet activities/clean up.

## CAMP ECO FEE POLICY

The fee schedule for AKD Camp ECO is as follows:

Per day = \$ 19.00

Per month = \$400.00

- There is a 10% sibling discount available.
- There is a 10% discount on fees paid in full on the first of the month.
- Credit for pre-arranged absences and vacations will be given.
- All monthly fee payments need to be paid in full by the 10th working day of the month. After the 10th working day, services will be temporarily suspended until a payment is received.
- We will accept checks and money orders only. NO CASH PLEASE.
- Make all checks payable to “A Kid’s Domain”.
- There is a \$35.00 (non-refundable) registration and Camp T-shirt fee. (Children already registered with A Kid’s Domain will pay only for the cost of T-shirt.)

## **PROPER SIGNING IN AND OUT OF CHILDREN**

Any authorized person bringing in or picking up a child must sign-in and sign-out their child from the center each day.\* The sign-in / sign-out sheets are available for each child at the center.

People listed in the child's enrollment forms are the only people authorized to pick-up your child from the center. The center staff needs to be notified of any changes in the drop-off or pick-up person (verbally or in writing). The person picking up the child must provide photo identification.

\*For the safety and well-being of all children, we ask parents and authorized persons to accompany the child into and out of the center when dropping off or picking up the child.

## **DISCIPLINE POLICY**

Camp ECO staff will provide interesting and educational curriculum, which should prevent discipline problems.

However, if a problem persists and disrupts the program, the following procedure will be followed by Camp ECO staff:

1. Redirection.
2. Under the guidance and supervision of a teacher, the child will be allowed time to think and discuss possible solutions to the problem at hand, then continue the activities making better choices.
3. If further discipline is required the staff will complete written conduct referral which will serve as a notice to the parents informing them of a disciplinary incident involving the student. Conduct referrals will be signed by the Camp ECO coordinator.
4. After three referral reports the child may be suspended from the program for 1 to 3 days, depending on the severity of the offense.
5. After 3 suspensions, the child will be terminated from the program.

# CONDUCT REFERRAL

Community Action Organization  
AKD Camp ECO  
1001 SW Baseline St.  
Hillsboro, Or 97123

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Center:** \_\_\_\_\_ **Date of Incident:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_

## Notice to Parents

The purpose of this report is to inform you of a disciplinary incident involving your child.

### Reason(s) for Referral:

- |  |   |
|--|---|
| <input type="checkbox"/> Failure to observe center rules       | <input type="checkbox"/> Hitting another student    |
| <input type="checkbox"/> Destructive to school/center property | <input type="checkbox"/> Rude/Discourteous          |
| <input type="checkbox"/> Excessive talking/loudness            | <input type="checkbox"/> Disrespectful to authority |
| <input type="checkbox"/> Running in hall/classroom             | <input type="checkbox"/> figure                     |
| <input type="checkbox"/> Other _____                           |   |

\_\_\_\_\_  
Student signature

### ACTION AND RECOMMENDATION(S):

- |   |  |
|---|--|
| <input type="checkbox"/> Held conference with student | <input type="checkbox"/> Detained student  |
| <input type="checkbox"/> Removed student from group   | <input type="checkbox"/> Telephoned parent |
| <input type="checkbox"/> Parent conference requested  |  |
| <input type="checkbox"/> Other _____                  |  |

\_\_\_\_\_  
**Teacher**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Coordinator**



## **FIELD TRIP POLICY**

Field trips are scheduled on every Tuesday and Thursday, with swimming on every Wednesday. Camp T-shirts will be required on all field trips and a \$10.00 fee for the T-shirts will need to accompany the registration form. In order to keep our field trips well organized, we are requesting parents to:

- **Sign the permission slips in advance. No child can attend the field trip without a signed permission slip.**
- Pay all the field trip money in advance and in cash.
- Please dress the children according to the weather and have them bring in the required items for the specific field trips. (A list will be provided each week.)

To insure the children's safety, Camp ECO staff also provide the following for field trips:

- All children will wear identification which contains his/her name, the center's name, address, and telephone number.
- An enrollment and emergency information form, complete with names, addresses, and telephone numbers for each child will be taken on all field trips.
- A First Aid box that complies with Child Care Division regulations will always be taken on field trips.
- Current First Aid training for most of our staff.

## **ACCIDENT AND EMERGENCY POLICY**

Few accidents, emergencies, or injuries are anticipated due to staff skill in supervision and children's orientation to safety practices. In the event of an accident, the teacher will determine the seriousness of the injury and whether or not immediate attention is needed. If medical care is needed, the parent will be informed by telephone and instructed that the child is being taken to the nearest hospital.

In the event that a child needs emergency transportation, the local E.M.S. (emergency medical squad) will be contacted to provide transportation. The parent will be instructed to meet the child and staff member at the hospital. A staff member will remain with the parent and child as long as necessary. A written report of the accident and actions taken will be placed on file at the center, with a copy of the incident report given to the parent.

## **AN EMERGENCY CARE PERSON**

We recognize that a working parent cannot always arrange to be available in the event of their child's illness or injury. The center will always try to reach the parent/guardian first. But please leave us two emergency persons to whom you would entrust your child's care and support if you cannot be reached. Please notify the staff/office regarding any changes in names, addresses, and phone numbers.

## **Policy on Care of Sick Children and Administration of Medications:**

For the well-being of all children and staff, sick children are prohibited from attending the center.

If a child becomes ill while at the center, he/she will be isolated from other children, and a parent or designee will be called and asked to pick-up the child. While in the isolation area, the child will be provided a mat and blanket for his/her comfort and will remain under the supervision of a teacher until picked up.

Our medication policy is as follows:

- Over the counter and non-prescription drugs will not be given to any child.
- Medications must be prescribed by a physician and filled by a pharmacist.
- Medication may not be given beyond the expiration date or six months, whichever comes first.
- Parents must sign a form, from the Child Care Division, which contains written instructions for each medication to be given. These forms are available at all Kid's Domain sites.
- The staff person responsible for giving the medication must record it on the form each time the medicine is given to the child.
- The medication must be kept in a safe place where children cannot reach it. Medication requiring refrigeration must be placed in the refrigerator immediately.

**LATE PICK-UP POLICY**  
**THE IMPORTANCE OF TIMELY DROP OFF AND**  
**PICK UP OF YOUR CHILD DAILY.**

It is essential that the parent or guardian pick-up their child on time. If you have an emergency, YOU MUST contact the center and state your emergency. Please remember the staff have other responsibilities and children of their own that they must attend to.

Camp ECO closes at 6:00 PM sharp. All children must be picked up by 6:00 PM. Parents will be required to pay late pick-up charges before their child can enter the center the next day, if they pick-up their child after 6:00 PM.

**Our late charges are as follows:**

6:05 to 6:10 PM-----	Parents pay \$ 5.00
6:11 to 6:15 PM-----	Parents pay \$10.00
6:16 to 6:20 PM-----	Parents pay \$15.00
6:21 to 6:25 PM-----	Parents pay \$20.00
6:26 to 6:30 PM-----	Parents pay \$25.00

After 6:30 PM your child will be taken to the nearest police station. In the event that your child is not taken to the police station, you will continue to be charged \$1.00/minute until your child is picked up.

# PARENT ENDORSEMENT OF A KID'S DOMAIN - CAMP ECO POLICIES

I have received and reviewed a copy of Community Action Organization, "A Kid's Domain" policies, procedures, and forms required by Child Care Division, as they relate to my children in his/her/their enrollment at Camp ECO program.

The following policy areas were reviewed by me:

- Discipline
- Fee
- Late pick-up policy
- Health/Safety
- Medical/Dental
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Signature of AKD/Camp ECO  
Coordinator/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date