

KENWAL DAY CAMP PARENT HANDBOOK

GOALS OF KENWAL DAY CAMP

The goal of KENWAL programs is to build a child's self esteem, encourage creativity, assist in creating strong families and strong communities. Our camp programs reflect these values and are designed to help our campers grow mentally, physically, and spiritually within a fun, safe camp environment. Well-trained camp staff that lead the campers in challenging activities act as a catalyst for growth in your child.

The goals and principles of KENWAL are firmly based on the specific program objectives from which our program operates. These principles are related to self and interactions with others. The specific principles of the day camp program are:

- . The achievement of personal growth in body, mind and spirit.
- . The formation and practice of socially constructive habits and attitudes.
- . The acquisition of knowledge about and the development of skills and interests in outdoor activities and in group setting with their peers.
- . The development of an appreciation of nature and a love of the outdoor environment.
- . The strengthening of social and family relationships through participation in the day camp program.

KENWAL CHARACTER DEVELOPMENT

At KENWAL, character development and values are a part of who we are. We reinforce the values that you teach at home. KENWAL is committed to embracing and demonstrating character through the modeling of the four core values: caring, honesty, respect and responsibility. Our goal is to challenge the children and staff to believe in and act on these positive values.

Caring:

To be sensitive to the well being of others, to help others.

Honesty:

To tell the truth, to act in such a way that you are worthy of trust, to have integrity; to make sure your choices match your values.

Respect:

To treat others as you would have them treat you; to value the worth of every person, including yourself.

Responsibility: to do what is right, to be accountable for your behaviors and obligations.

KENWAL Day Camp Dates:

June 29 thru August 24. There will be no camp on July 3rd and 4th

Camp Hours:

KENWAL DAY CAMP- Monday through Friday: 9:00am to 4:00pm

Extended Hours are available as follows:

Early morning Drop off begins at 7:00am Late Pick up ends at 6:00pm

Drop-off

Sign in your child each morning when you bring him/her to camp. KENWAL does not and will not assume responsibility for children that arrive before the start time 7:00am

Early Pick-Up

If your child will be leaving early, please notify the office, via email at kenwaloffice@kenwaldaycamp.com, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Late Pick-Up

We close promptly at 6:00pm.

KENWAL should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

BABY-SITTING

Employees of KENWAL are prohibited from babysitting for families with children enrolled in any KENWAL Program.

Camper / staff contact ends when camp ends. This is an area where parents can be an extra set of ears and eyes for us.

Please notify the office if a staff member reaches out to babysit.

CAMP T-SHIRTS

Each camper will receive one KENWAL Shirt for the summer. Additional shirts can be purchased for a fee of \$5.00.

Campers in our Travel programs will receive three Kenwal shirts.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. We use discovery and play as a major part of our camp program. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders of clothes for camp:

- . T-Shirt
- . Shorts
- . Socks
- . Sneakers (sandals or flip flops, for swim only please!)
- . LABEL EVERYTHING!! (Even underwear!)

CHARACTER DEVELOPMENT

We plan to provide the best day camp program possible. At KENWAL, that means more than just activities. We believe character development is an important challenge for all of us – staff, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility.

COMMUNICATION

Prior to the start of camp, you will be contacted by your child's Group Leader to introduce themselves. If you listed any special concerns on the camper application, they will be addressed at this time. We will post a newsletter on our website each Friday with important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference.

CODE OF CONDUCT

Our Code of Conduct states that KENWAL DAY CAMP is committed to providing a safe and welcoming environment for all of our members and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are in our facility or participating in an event.

Our code of conduct does not permit language or action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;

- Behavior which intends to or results in the theft or destruction of property;
- Carrying devices that may be used as weapons.

If you are aware of any of the above, please call the office immediately.

Everyone at KENWAL is responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff are trained and expected to respond to any reported violation of our code of conduct. Please do not hesitate to notify a staff person if you need assistance. We want to help! KENWAL Management will investigate all reported incidents. Dismissal from a program or termination of KENWAL privileges may result from any violation of the code of conduct.

This year, and in future years, Kenwal will host a MANDATORY workshop for all staff addressing the many areas of inappropriate behaviors between staff and campers, including prevention and mandated reporting responsibilities.

Behavioral Guidance

In order to promote your child's physical, intellectual, emotional, and social well being and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and:

- . Respect personal privacy
- . Respect differences in cultural, ethnic, and family backgrounds
- . Encourage decision making abilities
- . Promote ways of getting along
- . Encourage independence and self direction
- . Use consistency in applying expectations

Behavioral guidance will be constructive in nature and age appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified if persistent behavioral problems are identified.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp Director. This will enable us to work more effectively and productively with your child.

EVALUATIONS

KENWAL DAY CAMP is always looking for feedback from the parents to further improve our camp program. We will be sending you a customer satisfaction survey at the end of the summer. Parental assessment of the camp's strengths and weaknesses will aid in the improvement of camp programs and in the facilitation of new ideas. Parents are invited to give regular assessments of the camp program to the director at any time.

FIELD TRIPS

Several divisions will participate in field trips to different places or have special guests coming to the day camp sites. You will be notified of these events in your weekly newsletters. In case of rain, a field trip may be changed or cancelled.

LOST AND FOUND

We do have a lost and found area for each division. It is highly recommended that you label all clothing with your child's name. While we make every effort to keep all campers' belongings in their backpack or on their person, KENWAL will not be held responsible for lost or stolen items. At the end of each week, we will display the found items, and then take any remaining items to Goodwill at the end of the summer.

LUNCHES & SNACKS

There are three separate lunch options. If your child is participating in our hot or cold lunch program, you need not do anything further. If your child is bringing in his/her own lunch, please pack in a disposable bag and it will be refrigerated after they arrive at camp. Drinks and snack will be provided daily for all campers and staff. KENWAL must be made aware of any child who requires a special diet due to medical or religious reasons.

KENWAL is a NUT AWARE ZONE. We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. If you do, we ask that you notify your child's Group Leader that there is a nut product in your child's lunch. Your understanding and support in helping us to provide a NUT AWARE ZONE is greatly appreciated.

KENWAL continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in our programs.

Address & Telephone Numbers

Please inform KENWAL in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

MEDICAL/ EMERGENCY INFORMATION

Essential Forms:

- ☆ Camp Registration form
- ☆ Health/Immunization Form signed in two places
- ☆ If needed, a Medication Consent form

These forms must be given to KENWAL prior to the start of camp or your child will NOT be able to attend camp! Please be sure that the information on the forms is accurate and complete. Please do not leave any of the fields blank on any of the forms.

Prior to the start of camp, all children must have a current physical on file. Physical examinations must be complete and signed by a child's physician. All immunizations must be current.

Children must be healthy enough to participate in the program's daily routine. If sick, and for the safety and comfort of your child, please keep them home until they feel better and no longer present the possibility of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 8:00am and let the staff know of your child's absence. When your child has a fever (fever of 101 or higher) or vomiting/diarrhea, please make sure they remain at home 24 hours after their fever and symptoms return to normal. We may require a physician's release for any medical or health condition. If your child becomes ill while at KENWAL, you will be asked to pick up your child as soon as possible.

The following are defined as illness or communicable health problems:

- . Conjunctivitis (pink eye)
- . A chronic runny nose with colored discharge
- . A chronic cough
- . A fever
- . Vomiting or upset stomach
- . Signs of general fatigue or discomfort
- . An open rash
- . Head lice
- . Knowledge that the child has had a fever within the past 24 hours

Please notify KENWAL if your child or any member of your immediate household develops a communicable condition (as defined by the local health department), such as pink eye, chicken pox or lice. Parents are responsible to notify KENWAL within 24 hours or the next business day. In the case of a life-threatening illness, please notify KENWAL immediately. It is important for us to post a notice to other parents as soon as possible.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contact will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the Nurses office as soon as possible.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- . First Aid will be provided and the incident recorded in the Nurses log.
- . The child will periodically be observed after First Aid has been applied.

If more than a minor scratch, parents will be notified by one of our registered Nurses.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp medical form and policies and waivers. Please be sure to keep these forms updated at all times. If parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- . Immediate First Aid will be administered by the camp staff person until professional services arrive.
- . You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- . 911 will be called.
- . A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- . The incident will be described in writing on the KENWAL incident report.

Emergency contact information is very important for us to provide the safest possible environment for your children.

*** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

Allergies

In recent years, there has been an increase in the number of children with severe allergies to peanut products and other things in our camps. We try our best to accommodate these campers without inconveniencing other campers. If you're aware that your child is severely allergic to something, it is your responsibility to notify KENWAL in advance so we may take proper precautions.

Bugs & Bees

At KENWAL, we spray for bugs on a regular basis, typically on a Friday, after the camp day ends. To reduce the possibility of both bug bites and stings, a few simple precautions can be taken. Bugs and bees are attracted to patterns on clothing that resemble foliage in the outdoors. To reduce this attraction, wear solid, light colored shirts, shorts, or trousers.

Another major attraction occurs from "smell". Sweet smelling soaps and shampoos will attract both bees and bugs so try to use unscented products when showering and bathing and avoid the use of perfumes.

Emergency Plan

Each camp site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff has been trained and are expected to be well-versed in emergency procedures. Each session of summer camp will include a fire drill so that campers are aware of what to do in an emergency.

Severe Inclement Weather:

In the case of severe inclement weather campers will meet at their designated camp area. All campers will remain in their groups under until the weather passes or the parents pick the camper up.

Parents: Please create an emergency plan to have your child picked up during emergency situations. Due to the number of campers attending camp, KENWAL will not call you to pick up your child unless the camp is cancelled.

Child Abuse

State laws require ALL CAMPS in New York State to report suspected or actual child abuse and/or neglect to the proper authorities. In compliance with the laws, KENWAL has adopted a policy, a summary of which is as follows:

- a. Sexual misconduct and / or child abuse on the part of employees is prohibited by KENWAL. Any employee that admits to or is found guilty of an incident of illegal sexual misconduct shall be immediately terminated from employment and any position of responsibility with KENWAL.
- b. Any employee of KENWAL who is suspected of illegal sexual misconduct or other type of child abuse will be reported to the local department of child protective services by KENWAL, and suspended and/or restricted from direct contact with campers until an investigation is completed.
- c. Any employee of KENWAL who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.
- d. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the NY statutes or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent. Failure to report is grounds for dismissal.

Licensing

KENWAL DAY CAMP program is licensed by the State of NY. A copy of the licensing plan is available for your inspection at all times. Please contact the camp Director for more information.

PARENT PARTICIPATION

Parents of enrolled children may make unannounced visits at anytime. Any parent has the right to enter the day camp at any time unless prohibited by court order. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time.

PERSONAL BELONGINGS

Please do not allow your child(ren) to bring personal belongings to camp. KENWAL cannot be responsible for the loss or damage of toys, games, clothes or other personal belongings.

Please do not bring the following to camp:

- . Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, CD Players, etc., etc.)
- . Money, with the exception of Travel Programs.
- . Cell phones, with the exception of Travel Programs.
- . Trading Cards
- . Valuable items

Special Events & Birthdays

Special food treats may be brought in for holidays, special events or birthdays. Arrangements should be made ahead of time with the camp director. All food must be brought in covered containers with written directions if necessary. If sending in store brought items, please send unopened packages.

PHONE CALLS

Please do not call to speak to your child or your child's Group Leader unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you need to speak to your child's Group Leader, please leave a message with the office, 631-694-3399 and s/he will return your call as soon as possible. This procedure enables our Directors to be aware of any and all situations. You may call the day camp director with your questions or concerns at any time.

RULES & SAFETY

Safety is paramount to the camp program. All children MUST be brought to and picked up from camp by a parent or authorized person. All parents will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

- 1) Exit the car only at drop-off point and only from the passenger side of vehicle.
- 2) Stay with your group at all times.
- 3) No climbing on gates, fences, or trees.
- 4) No horseplay, screaming, or yelling while in the bus.
- 5) No inappropriate or abusive language is permitted.
- 6) No hitting, kicking, or other physical abuse is permitted.
- 7) Listen to and respect the rules and boundaries of any games played in camp.
- 8) Participate and cooperate during activities.
- 9) All campers will be expected to display good teamwork. How we play is more important than whether we win or lose!

SIGN-IN/SIGN-OUT

This is a very essential part of the camp program. Legal documentation of custodial rights may be required. This helps us to provide the safest environment possible as well as provide the opportunity for us to talk with you about your child's day. Children will be released only to those authorized by the parent on the child's Registration Form. It is the parent's responsibility to notify the camp of any changes in authorization. If someone other than these people must pick-up your child, a written note must be sent in ahead of time. Those picking up children should be prepared to show identification to the camp staff member upon request. No child will be released to anyone who is not authorized to pick up that child. Please help to ensure the safest possible environment and remember to notify the camp of any absences. No camper will be allowed to leave by him/herself and / or sign him/herself out of camp, regardless of written permission.

SWIMMING

Please send your child to camp with 3 swimsuits on Mondays and we will return them on Fridays. KENWAL will provide towels and hypoallergenic sunscreen.

Children will be swim tested at the beginning of their session and grouped accordingly. Day camp staff, as well as certified lifeguards, will supervise all pool times.

TAX INFORMATION

KENWAL Day Camps tax ID number is 11-247-1207

WEATHER

Outdoor play is an important part of our daily camp schedule. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the mornings.

During periods of extreme heat the camp staff will scale down the physical camp activities. The staff will increase the campers water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

Rainy days are specially programmed days at camp. Alternative indoor activities have been planned and may include instructional videos, sing-a-longs, and games. Field trips, swimming, outdoor activities will resume as weather permits.

STAFF

KENWAL DAY CAMP strives to hire a highly qualified, well-trained staff to conduct all KENWAL programs. The summer camp staff is comprised primarily of college students, recent graduates, school teachers. The day camp staff members are innovative and creative individuals who love working with children. All staff meet requirements set forth by the State, County and KENWAL, as applicable. KENWAL staff members participate in planned training and education process to further their skills in child development and recreation. The camper to staff ratio is no more than 1:5 for our Nursery and Kindergarten groups and 1:7 for our older divisions. All staff have provided two professional references and have been checked against the New York State Department of Criminal Justice Sex Offender Registry.

Special Notes to Parents:

As a provider of children's programs, KENWAL DAY CAMP strives to effectively screen and train all staff. KENWAL DAY CAMP is licensed by the state and/or jurisdiction in which they take place. Our quality programs enrich the lives of hundreds of children each year and the safety of every child is a top priority for us.

To make sure your child remains safe outside of KENWAL's supervision and to protect our staff, KENWAL DAY CAMP encourages your cooperation in the following areas:

- . It is a violation of KENWAL policy for a KENWAL employee to babysit, host sleepovers, or spend time one-on-one with your child outside of the KENWAL program.
- . Please do not leave your child at the KENWAL facility, unless there are KENWAL staff members present to receive and supervise your child. REMEMBER, THERE MUST ALWAYS BE THREE PERSONS PRESENT WHEN IN AN AREA THAT IS CONSIDERED TO BE PRIVATE.
- . Talk to your child about the importance of telling you if someone does or says something that makes them feel uncomfortable. Emphasize that adults should not ask them to keep secrets from you.
- . Explain to your child that she/he has a basic right to privacy and that no one should touch them inappropriately or compel them to touch someone else inappropriately.
- . Instruct your child to always remain part of the group. Stress safety in numbers.
- . Explain to your child that they should not be on social media and have other contact with counselors, such as calls, texting, snapchat, etc., and if they are contacted by a staff member, they should let you know immediately.
- . Report any actions by KENWAL staff that you deem to be inappropriate to the OFFICE. If these actions involve suspected child abuse, contact the Child Protective Services Department of your jurisdiction immediately, or call your local police department.

If you have questions or concerns, please feel free to address them with the KENWAL Senior Staff at 631-694-3399. We look forward to a happy and safe summer with your campers!