



# **PARENT HANDBOOK**

Summer 2018



## WELCOME!




Welcome to Stay to Play Summer Camp! We are glad to see returning faces and, of course, are excited to see new ones at our summer day camp. Once again, this summer we will be offering a camp site at Union Valley Elementary School and at Graber Elementary School.

We will still have the favorite activities for our campers, including weekly field trips to area and regional locations based on our weekly themes. We'll also visit Hutch Rec's Salt City Splash Aquatic Center and our local spray water parks on a weekly basis, weather permitting. Outdoor games, crafts, and our daily reading time will also make their return in the daily line-up as well as the fun education centers during some of our down times in the afternoon.



A typical camper's day includes a morning filled with group activities and a snack, followed by sack lunch (that you provide each day) and an afternoon activity center that includes field trips, games, and more. It's a great way for your child to spend his/her summer with friends, lots of fun activities, and of course - enjoy "just being a kid."

Inside this Parent Handbook you'll find the following:

-  **Camp Guidelines**
-  **Guidelines - Expanded**
-  **Recap of Waivers/Policies Signed**

For a detailed list of our guidelines and other information, please visit our Website at [www.hutchrec.com](http://www.hutchrec.com), where you can find Stay to Play information in the Recreation Programs section.

Get ready to Stay to Play!

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**STAY TO PLAY  
CONTACT NUMBERS:**

**Union Valley**

**Graber**



# 2018 SUMMER CAMP GUIDELINES

**The following guidelines are provided to help you become familiar with Stay to Play and the Kansas Department of Health and Environment (KDHE) policies for child care settings. More information on each guideline can be found on the following pages.**

1. When a parent or other adult picks up a child from camp, he or she must show photo identification. Camp leaders must look at the child's registration form and make sure the parent/adult is listed as an eligible person to pick up the child, and then they must sign the child out.
2. Lunches, including drinks, must be labeled with the child's name and will be placed in the group basket. Drinks and other food items are not allowed on the floor. Please check your area frequently to make sure items are labeled and on the tables.
3. Children are not allowed in the kitchen.
4. Before and after snacks and lunch, the tables must be cleaned and sanitized, children need to wash their hands, trash must be thrown away, and garbage cans must be covered.
5. If a child takes medication, it must be placed in the authorized leaders locked backpack. Authorized leaders are those who have taken a KDHE- approved class on medication administration. Medication forms must be completed each time medication is administered.
6. If a child becomes ill, a camp leader will contact a parent or designated adult and the child will be isolated from the other campers with supervision.
7. When walking to an off-premise activity, the group must walk in a single file line with a camp leader in front and in the back of the line. A staff member must stop traffic before the children can cross the street.
8. The following items should be with your group at all times: First Aid kit, leader manual, children's files, and medication - if needed.
9. When a child needs to go to the bathroom a leader must go with him or her. The leader first checks out the bathroom to make sure no one else is in there. The child may then enter. Leaders must not let anyone in while campers are using the bathroom. After each trip the leader must check the bathroom for cleanliness.
10. Cleaning substances must be stored in a locked area.
11. An Assistant Group Leader cannot take a group of children to a different activity area if a Group Leader is not with them. An Assistant Group leader cannot supervise children by themselves.
12. Kindergartners through 3rd graders (ages 5-9 yrs old) cannot walk unescorted from one activity area to another. Depending on their maturity and responsibility level, 4th-6th graders (ages 10-12) can walk unescorted from one activity area to another, with the exception of trips to the bathroom.
13. If you are given a Stay to Play cell phone, emergency numbers to the police, fire, hospitals and poison control must be programmed into the phone.
14. Single use gloves should be used in all of the following situations:
  - a. When cleaning contaminated surfaces
  - b. Before dressing a cut or sore that is leaking fluids
  - c. When cleaning up urine, feces, blood, saliva, vomit and tissue discharge
  - d. When performing any type of rescue technique
15. Animals are not allowed on the premises.
16. Items in the refrigerator must be covered at all times.
17. Food items, even those used for crafts, should be stored in a tub or closed container in a locked cabinet.
18. Campers' registration forms are confidential. The file folder containing the campers' forms must be with you at all times.
19. Keys to the cabinets and medications cannot be within reach of the children.
20. Hand sanitizers may be placed in areas accessible for use by staff and other adults. Bottles containing hand sanitizers shall be kept under the control and supervision of staff. Hand sanitizers shall not be used in place of hand washing with soap and running water when soap and running water are readily available.
21. All critical incidents will be reported as stated in the detailed guidelines.
22. Transportation will be provided by Hutchinson Recreation Commission.
23. Swimming permission slip will be completed before allowing the camper to swim.





# SUMMER CAMP GUIDELINES - EXPANDED

## 1. Policy for entry and access by licensing personnel (K.A.R. 28-4-581 (a))

Immediate access to records and the Stay to Play premises will be given to the Secretary (secretary of the Kansas Department of Health and Environment in Topeka) and the Secretary's Designee (Hutchinson's Department of Environmental Health). Records will be kept in Hutchinson Recreation Commission's Downtown Office at 17 E. 1st.

## 2. Line of Authority (K.A.R. 28-4-582 (c))

Chain of Command: Hutchinson Recreation Commission's Stay to Play

Tony Finlay-Director of the Hutchinson Recreation Commission - (620) 663-6179; Randy Carter, Superintendent of Recreation & Sports and Stay to Play Supervisor; Camp Directors (Camp Contact Number: 620 200-2103); Assistant Camp Director; Camp Counselors

## 3. Delegation of Authority (K.A.R. 28-4-582 (d))

During the hours of operation for Stay to Play, the Camp Director will be in charge. If the Camp Director is not available, the Assistant Camp Director will be in charge.

## 4. Policy for child's records confidentiality (K.A.R. 28-4-582 (e)(6)(h))

A child's records will be kept confidential. Only those authorized will be allowed access to the files upon request. Persons authorized are Superintendent, Camp Director, Assistant Camp Director, Secretary, Secretary's Designee, Secretary of SRS, Law Enforcement personnel and the child's parent or other adult responsible for the child.

## 5. Parental access to facility (K.A.R. 28-4-583 (a))

No custodial parent or other adult responsible for a child attending Stay to Play will be denied immediate access to the camp premises during the hours of 7:30 a.m.-5:30 p.m. on the days camp is in session.

## 6. Arrivals and Departures (K.A.R. 28-4-583 (b))

Stay to Play begins at 7:30 a.m. Children should not arrive for camp before 7:20 a.m. Staff is required to report to work no later than 7 a.m. Children will meet in the area designated outside the site locations. Stay to Play ends at 5:30 p.m. Children will be picked up in the gym at the site location. Children must be signed out either by themselves if walking or riding their bikes or by a parent or other adult responsible. Those persons allowed to pick up the child must be listed on the "Authorization to Pick Up Child" form. Adults must show I.D. to pick up the child. If a child is not picked up by 6 p.m., Child Protective Services will be called if no attempt has been made by the parent to contact Stay to Play. Chronic late pick up will be grounds for dismissal from the program. Staff will be present until all children are picked up. Phone calls will be made to parents of children not picked up beginning at 5:40 p.m. If parent cannot be reached, the emergency contact will be called. Arrival and Departure policies will be discussed at parent orientations. Staff members will go over the policies during orientation and the policies will be contained in the Leader Handbook.

## 7. Program-sponsored off-premises activities (K.A.R. 28-4-583 (c))

Written permission: A KDHE permission slip must be signed by a parent or other adult responsible for the child prior to the child being permitted to go off the premises for a program-sponsored activity.

Off-premises activities related to program goals: A master calendar will be made and kept at the facility that contains the following field trip information: destination, time of departure and return, leaders supervising the children, and the cell phone number to reach the leaders. The calendar will be located in the Program Director's office.

Parental notification of off-premise activities: A weekly calendar will be sent to the parents to inform them of Stay to Play's upcoming activities and field trips. A sign containing activity information will also be posted at each site location.

Accounting for children: Before leaving for an off-premises activity, Stay to Play staff will take a head count of the group of children. Everyone must be accounted for before leaving. Before returning to the camp location site, staff will again take a head count before leaving the activity. While on field trips, children will be required to wear nametags that bear the Stay to Play name and contain the child's name.

Walking to Off-Premise Locations: In some instances the children may be walking to an off-premise location. When walking, the children shall be in a single file line. There will be staff at the front of the line and at the end of the line. When crossing streets, staff will stop traffic before allowing the children to cross. Walking will not be allowed on very hot days and during inclement weather.

## 8. Designated Restrooms (K.A.R. 28-4-585 (a)(3)(B, D))

Stay to Play staff will clear the restrooms of public before allowing children to enter. No one outside of participants may enter until all are finished. A staff person will be in charge of checking each restroom before and after group use.



## **9. Staff Qualifications (K.A.R. 28-4-587 (a-h))**

Each operator and staff member of Stay to Play who is in contact with children shall demonstrate emotional maturity, sound judgment, and an understanding of children. All staff members, Camp Director, Assistant Camp Director, and Counselors must meet KDHE qualifications as outlined in K.A.R. 28-4-587. Each staff member shall attend a Stay to Play orientation. Orientation will be conducted before the first week of working with the children. Orientation will cover work duties and responsibilities as well as cover all areas as described in K.A.R. 28-4-587 (h) (1). The Camp Director will assess the training needs of the staff members and shall provide training as needed. Documentation of training shall be kept in the staff's personnel file. Documentation must be accessible by the Secretary's Designee.

## **10. Supervision of children (K.A.R. 28-4-587 (i)(2-7))**

- a. Supervision: Stay to Play will employ a qualified group leader for every 30 children attending the program. The staff/child ratio shall never exceed 1 to 15. Each staff member counted in the supervisory ratio shall meet the applicable qualifications for group leader or assistant group leader, be assigned responsibility for the supervision of children, and be physically present with the children.
- b. Grouping: Children shall be grouped according to the available space for activities and the type of activity taking place.
- c. Attentive Supervision: Each staff member working with the children shall provide attentive supervision to protect the health, safety, and welfare of the children and to reduce the risk of injury, illness, or abuse.
- d. Development: Staff members shall be actively engaged with the children and shall encourage the development of positive adult-to-youth relationships.
- e. Location of Youth: Each group leader or assistant group leader must know the location of each child under their supervision at all times.
- f. Walking Unescorted: A staff member must accompany all children to and from the restroom. Children in K-3rd grade will not be allowed to walk unescorted from one supervised activity to another supervised activity. Group leaders can give permission to children in 4th-6th grades, based on their responsibility level, to walk unsupervised from one supervised activity to another supervised activity.

## **11. Use of available space for activities (K.A.R. 28-4-588 (c)(1))**

Stay to Play will be the only program using the designated facilities.

## **12. High-risk sports or recreational activities (K.A.R. 28-4-588 (e))**

Stay to Play will not participate in any high-risk sports or recreational activities. If Stay to Play decides to engage in high-risk activities, all requirements of K.A.R. 28-4-588 (e) will be met.

## **13. Children with special needs (K.A.R. 28-4-588 (f))**

Children with special needs will be accepted if Stay to Play is determined to be in the child's best interest.

## **14. Behavior Management (K.A.R. 28-4-589)**

If a child exhibits behavior problems the following forms of punishment will be used:

1. Verbal Warning
2. Removal from activity: Children are only removed from the activity long enough to gain self control. Staff will visually supervise child.
3. Sent home for the remainder of the day. (Camp Director will contact parent.)
4. Dismissed from camp for one day. (Camp Director will contact parent.)
5. One-week dismissal. (Camp Director will contact parent.)
6. Expulsion from the program. (Camp Director will contact parent.) Prohibited Punishment: Stay to Play staff are prohibited from using any type of punishment that is outlined in K.A.R. 28-4-589 (c)(1,2). Physical Restraint: Stay to Play staff are prohibited from using physical restraint to manage behavior unless all of the requirements of K.A.R. 28-4-589 (d) are met.

## **15. Health of Staff and Volunteers (K.A.R. 28-4-590 (a-c))**

- a. Tobacco use is prohibited during the hours of operation of Stay to Play.
- b. Staff and volunteers must be free from physical, mental and emotional handicaps as necessary to protect the health, safety & welfare of the children attending.
- c. Staff and volunteers shall not be under the influence of alcohol or illegal substances or impaired due to prescription drugs during the hours of operation.
- d. Employees and volunteers shall be free from infectious and contagious diseases.
- e. Each staff member and volunteer must have a KDHE health status form completed and on file. Forms must be updated annually or any time there is a change in health status.
- f. If the operator or staff members experience significant changes in physical, mental or emotional health or if the individual has been exposed to an active case of tuberculosis, proper health care professionals will complete a health assessment.
- g. Tuberculin testing-If anyone involved with Stay to Play is exposed to or is diagnosed with suspected or confirmed active tuberculosis, or if the location of the program is in a high-risk area for tuberculosis, all testing and requirements of K.A.R. 28-4-590 (c)(1-3) will be met.

## **16. Health of Youth (K.A.R. 28-4-590 (d))**

A KDHE health history form must be completed and on file for each child participating in Stay to Play. Each child must have current immunizations or have an exemption for religious or medical reasons. Exemptions from immunizations will be permitted if one of the following is obtained: A written statement, submitted on a KDHE form and signed by a parent of the child, that the parent is an adherent of a religious Denomination whose teachings are opposed to health assessments or immunizations -OR- A certification from a licensed physician that the physical condition of the child is such that immunizations would endanger the child's life or health. Children who are currently attending or who had attended in the preceding school year a public or accredited non-public school in Kansas, Missouri or Oklahoma shall not be required to provide documentation of current immunizations or exemptions from immunizations. Health information forms will be completed at the time of registration. If a form is not completed, parents will be contacted by phone. If a health form is not submitted within two days after being contacted, the youth will be dismissed from Stay to Play until the form is completed and on file.



## **17. Medication Administration (K.A.R. 28-4-590 (e))**

Stay to Play will not administer medication to children enrolled in the program. Children will be allowed to self-administer medication only if the following requirements are met:

- a. Children with a chronic illness, a condition requiring prescription medicine on a regular basis, or a condition requiring the use of an inhaler can self-administer medication under staff supervision only if written permission is obtained from the child's parent or other adult responsible for the child and from the licensed physician or nurse practitioner treating the condition of the child. Written permission for self-administration of medication shall be kept in the child's file.
- b. Medication can only be taken by the designated child and only in the dosage recommended.
- c. Prescription medication must be in the original container labeled by a pharmacist and must contain the following information: 1. first & last name of the child; 2. date the prescription was filled; 3. name of the licensed physician or licensed nurse practitioner who wrote the prescription; 4. the expiration date of the medications; and 5. specific legible instructions for administration of the medication.
- d. Staff should consider the instructions on each label to be the order from the licensed physician or licensed nurse practitioner.
- e. Child must self-administer the medication in accordance with the instructions on the label. Medications will be safely stored on the premises. Unauthorized access will not be allowed. Each child who is authorized to self-administer medication shall have immediate access to that child's medication for administration purposes. The operator will record the date and time each medication was self-administered.

## **18. Food and Nutrition (K.A.R. 28-4-591)**

Snacks and Food: Stay to Play will be providing two snacks each day. Children are required to bring sack lunches each day. Food Handling: Any person preparing any type of food or snack must be free from infectious illnesses. They must understand and use sanitary methods of food handling, service, and storage. They must wash hands before preparing food. All requirements of K.A.R. 28-4-591 must be met at all times.

## **19. Emergency Medical Care (K.A.R. 28-4-592 (e)(3))**

In the case of an emergency in which a child is taken to an emergency care source, a Stay to Play staff member will accompany the child to the source of emergency care. The staff member shall have in their possession and make immediately available to emergency care personnel, the youth's health history, the name, address and telephone number of the parent or other adult responsible for the child, a designated emergency contact, and the physician designated by the parent or other adult to be called in case of emergency, and the authorization for emergency medical care. When a staff member accompanies a child to the source of emergency care, there will be an adequate number of staff members available to supervise the remaining children in the program.

## **20. Reporting Illnesses**

If a child becomes ill while attending Stay to Play, the parent or other adult responsible will be notified immediately. If an operator, staff member, or child in the program contracts a reportable infectious or contagious disease specified in K.A.R. 28-1-2 and K.A.R. 28-1-18, all of the requirements of K.A.R. 28-4-592 (f)(2) will be met.

## **21. Reporting Critical Incidents**

Each operator shall report the following critical incidents immediately to each parent or other adult responsible for a child affected by the critical incident, on a form supplied by the KDHE: a. Fire damage or other damage to the building, or damage to the property that affects the structure of the building or safety of the child; b. A vehicle incident involving children; c. A missing child; d. Use of physical restraint on a child by a staff member; e. The injury of a child that requires medical attention; f. The death of a child, youth or staff member; and g. Any other incident that jeopardizes the safety of any child. Critical incidents shall be reported to the Secretary's Designee by the next working day on a form supplied by the department. A copy of each incident report shall be kept on file on the premises for no less than 1 year and shall be accessible for review by the Secretary's Designee. In the case of the death of a child attending the program, a critical incident report shall be made to the Secretary's Designee which includes all the known facts concerning the time, place, manner and circumstances of the child's death. The operator and staff members of Stay to Play shall report suspected child abuse or child neglect immediately by telephone or in writing to the Secretary of the Department of Social and Rehabilitation Services and by the next working day to the Secretary's Designee on a form supplied by the department.

## **22. Program-Sponsored Transportation**

Hutch Rec will provide transportation to and from the premises for program sponsored activities. Written permission must be obtained for each child to be transported. The authorization for emergency medical care for each child will be in the vehicle in which the youth is traveling.

Transportation Safety: No child under the age of 13 shall be seated in the front seat of a vehicle that is equipped with a passenger air bag. No child shall be transported in a trailer pulled by another vehicle, a camper shell, or a truck bed. Each vehicle used by Stay to Play to transport children shall be in safe operating condition and contain a first-aid kit. Driver Safety: Each driver will comply with the safety requirements of K.A.R. 28-4-593 b)(2)(A-J). Seat Belts: While riding in a vehicle equipped with seat belts, each driver and child must use a seat belt. No more than one child shall be restrained in each seat belt.

## **23. Swimming (K.A.R. 28-4-594)**

General: Written permission must be on file for children to participate in water activities. Whenever children are swimming, an individual who can swim and has current first-aid and age appropriate CPR will be in attendance. Each water activity will be conducted with strict regard to the life and safety of each child. Staff members responsible for the supervision of children shall go over safety rules with each child before participating in any water activity. Swimming Pools on the Premises: Above ground swimming pools, spas, hot tubs, ponds, rivers and lakes will not be used for any water activity at Stay to Play. If wading pools are used they will be drained of water immediately after use.

## **24. Animals on the Premises**

There will be no animals on the premises of the camp site on a regular basis. If animals are present as part of an educational activity or special event, all the requirements of K.A.R. 28-4-595 will be met.





## **SWIMMING/WATER ACTIVITY WAIVER**

Participants may participate in swimming and water activities. Reasonable precautions will be taken to provide for the participants' safety. Participants will use the pools and participate in water activities between the dates of May 29 through July 27, 2018.

I understand that if I do not want my child to swim or participate in water activities on any given day I must provide written notice to my child's camp leader.

## **PERSONAL ITEMS & DRESS CODE POLICY**

1. Hutchinson Recreation Commission asks that campers do not bring personal items (i.e. cell phones, portable game systems, MP3 players) to camp unless it is listed on the weekly newsletter. If campers do bring personal items to camp, the Hutchinson Recreation Commission and Stay to Play staff is not responsible for lost, stolen, or broken items.

2. Stay to Play has the following dress code policy in place:

- Daily-Please have your child wear sturdy shoes, socks, and comfortable clothing. NO OPEN-TOED SHOES.
- Please apply sunscreen to your child daily. Staff will remind children to reapply sunscreen before going swimming, playing outdoors, and before a long outdoor trip.
- Weather appropriate clothing.
- Stay to Play shirt should be worn on Tuesdays and Thursdays.
- Label your child's clothing, swimsuits, hats, etc.
- Swimming - Please have your child outfitted in a swimsuit, towel, sunscreen and shoes.
- Short shorts and bare midriffs are not allowed.
- Other clothing items may be deemed inappropriate at recreation staff's discretion.

## **WAIVER FOR PARTICIPATION**

1. I/We the below signed person/parent(s) having legal custody/legal guardianship of said minor, give permission for said minor to attend any Stay to Play activities supervised by authorized HRC staff. Said minor is physically able and mentally prepared to participate in all activities.

2. I/We do hereby authorize the HRC and Stay to Play staff to transport said minor in Stay to Play bus, van, car or other vehicle to/from the site for daily transportation and/or field trips, emergency care, etc.

3. I/We have read the Parent Handbook and understand all policies and procedures set forth by the HRC. I/We shall abide by said policies/procedures and will review these with my/our child. I/We support the HRC in its enforcement of these policies/procedures.

4. I/We have read and understand the HRC's policies concerning discipline and will pass this information along to my/our child. I/We understand that the HRC reserves the right to dismiss any child who fails to adhere to HRC Stay to Play rules and regulations.

5. I/We understand fully and will abide by the HRC's policy concerning drop-off and pick-up of children. I/We shall be prepared DAILY to present photo ID to on-site staff to determine my/our identity as authorized persons to pick up my/our child. Further, I/We shall inform others who are authorized to call for our child to present photo ID when picking up my/our child.

6. In consideration of the HRC accepting this entry, I/We hereby for myself, my/our child, my heirs, executors and administrators, waiver and release any and all rights and claims for damages my/our child may have against the Hutchinson Recreation Commission, Buhler USD 313, Hutchinson USD 308, and its representatives, successors and assigns for any and all injuries suffered by my child at any activities sponsored by these groups. Parent or Legal Guardian must sign for any child under 18 entering the program.

