

MANHATTAN PARKS & REC  
LITTLE APPLE



**DAY  
CAMP**

# PARENT HANDBOOK



## **INTRODUCTION**

Thank you for choosing Manhattan Parks and Recreation's "Little Apple Day Camp" program! We look forward to an exciting summer! The purpose of LADC is to provide children with a fun, educational and stimulating program in a safe environment. LADC is licensed by the Kansas Department of Health and Environment as a school-age program. There are a few things we would like for you, as well as your children, to know before your arrival at camp so we can make sure the days and weeks go as smoothly as possible for all parties. If after reading our Parent Handbook, you find you still have questions, do not hesitate to contact our Recreation Supervisor or Program Directors at (785) 587-2754.

## **OUR MISSION STATEMENT**

"Building a healthy community through people, parks, and programs."

## **FACILITIES**

Programming for LADC will be facilitated at the Jon and Ruth Ann Wefald Pavilion (314 Central Park Rd). Plan to drop off and pick up your child at this location unless instructed otherwise.

## **HOURS OF OPERATION**

The hours of operation are from 7:30am to 5:30pm, Monday through Friday.

## **CHILD DROP OFF/PICK UP PROCEDURES**

We maintain a daily attendance record that includes each child's name, arrival time and departure time. *Parents must enter the facility to sign their children in and out every day.*

## **NOTICES**

As things come up, (schedule changes, items needed for a given day, etc.) we will notify you the day before. As far as **late arrival times for field trips and reminders**, we will be using Remind 101. A code will be shared with you on the first day of camp.

## **ABSENCES**

Please notify us if your child is ill or will be absent.

## **REGISTRATION**

- LADC is open to boys and girls who have completed Kindergarten through 5<sup>th</sup> grade by the first day of camp. Children that have not yet attended Kindergarten or have completed 6<sup>th</sup> grade are not eligible for the camp.
- Pre-registration is required, and all camp fees must be paid before your child can attend.
- Registration is taken at the Customer Service Desk in City Hall. (1101 Poyntz Ave.) However, we do encourage online or phone registrations by calling (785) 587-2754.
- Registration packets are available at the MPRD Office at City Hall during regular business hours, or online. This packet includes Kansas Department of Health and Environment forms that must be completed prior to the first day of camp!

## **CAMP FEES**

- Each session's fee is \$650 per child.
- Your child will not be allowed to attend camp until fees and balances are paid in full.

## **LATE PICK-UP FEES**

Parents are responsible for picking up their children by 5:30pm. Please make sure to pick your child up on time. **After your first offense, one dollar per minute late, will be charged. You must pay this fee at the MPRD Office at City Hall, over the phone, or online the following day. Your child cannot attend camp until this fee is paid.**

## **CAMP SCHEDULE**

Session 1 will begin May 31<sup>st</sup> and end on July 1<sup>st</sup>. \*No camp June 20<sup>th</sup>.\*

Session 2 will begin July 5<sup>th</sup> and end on August 5<sup>th</sup>.

## **DAILY ACTIVITIES AND PROCEDURES**

A variety of activities are offered each day. Activities include games, playground visits, fun fieldtrips, arts and crafts, movies, swimming, board games and much more! All activities are included in the fees.

### **Morning**

7:30-8:30am: Morning drop off for all campers at the Jon and Ruth Ann Wefald Pavilion in City Park. If you are running late or will knowingly be dropping your camper off after 8:30am, for any reason, please call the LADC cell phone number at (785) 477-3881. Please make sure your child has sunscreen already applied, comfortable shoes (no flip flops or sandals, please!), their towel, swimming suit, swim shirt, and a water bottle. **EVERYTHING MUST HAVE THEIR NAME ON IT.** Your child will be assigned a cubby space in their group's area to keep their items in. Please do **not** send your child with any toys, games, blankets, pillows, etc. as cubby space is limited. Unnecessary items will be asked to be kept at home.

### **Morning Snack**

8:45am: We will begin handing out morning snack. Our snacks range from packaged products to fresh fruit and vegetables. If your child has specific dietary needs or allergies, please indicate that on your child's registration packet and let the Director or MPRD Staff (Molli Maberry) know in advance so special preparations can be made.

### **Lunch**

12:00pm: We will begin walking to lunch at Theodore Roosevelt Elementary *\*location subject to change\**. We will eat the free summer lunch provided through USD 383. There will be a lunch menu available on the USD 383 website. LADC will NOT provide a lunch, so if your child has dietary needs/food allergies, you will need to provide a lunch for them.

### **Pool Time**

1:00-3:00pm: Every day (except field trip days) we will plan on going to a waterpark. These include City Waterpark, Northview Waterpark, CiCo Waterpark, and the splash park in City Park. Contact the LADC cell phone with questions regarding pool time. **\*\*Campers will NOT be allowed to use the diving board or purchase anything from the concession stands. On the first day of camp, all campers will need to partake in a camp-wide swimming test to determine which of the pools they will be able to enjoy during camp hours. After the swim test is complete, each swimmer has a conference with their Group Leader to discuss the sections of the pool they will be**

safe in. Provided that they pass their swim test they will be eligible for the deep-end pool, slides and leisure pool. **CAMPERS ARE NOT ALLOWED TO PARTICIPATE IN THE DIVING BOARDS OR DROP SLIDES WHILE AT CAMP.** They are also required to wear their Swim Shirt (safety green) every day to the pool.

### **Afternoon Snack**

3:00pm: Will be given out when campers return to the Pavilion from the pool. If campers are on a fieldtrip the snack will be handed out where it fits into the schedule.

### **Pick up**

4:00-5:30pm: You may start picking up your camper at 4:00pm, but they **MUST** be picked up by 5:30pm. You will be charged a late fee of \$1 per minute late, which must be paid to the MPRD Office at City Hall, over the phone, or online the following day. Your child cannot attend camp until this fee is paid.

## **FIELD TRIPS**

- All field trip permission has been accounted for in your Registration Packet. If any changes occur throughout the summer, a new “Off-Premises” form will be handed out. We will need your signature for your child to participate. During field trips, your child must wear their colored LADC camp T-shirt provided for them at the start of their session. Other gear may be required (swimming suit, towel, tennis shoes, mask, etc.) but those items will be displayed prior to the trip. If you have questions, please ask the Director or Group Leader. A field-trip schedule will be provided at the start of the session.
- For field trips, your camper is **NOT** allowed to bring any electronics of any kind, unless you have gotten permission from your camper’s Group Leader or a Director. They are also not permitted to bring any extra money for any reason.
- Sometimes, parents or guardians wish to attend field trips with their campers, which we love! If you want to attend a field trip, you are more than welcome! However, you will be in charge of purchasing your own ticket, providing your own transportation, and food. Please notify the Director if you are planning on going to a field trip so that we can plan accordingly.
- If your child cannot make it to the field trip, if you wish to keep them home, or if they miss the bus to the field trip; they will not be allowed at camp that day. We have a specific adult to camper ratio to follow, and we cannot guarantee enough space in any other group for them. If you have questions, please ask the Director or Recreation Supervisor.

## **LUNCH AND SNACKS**

Our lunches are provided by USD 383 Food Service, even on fieldtrips. If you choose to send a sack lunch with your camper, please adhere to the following guidelines:

- The lunch should be labeled with the name of your child.
- Perishable foods and drinks should be in an insulated sack or box with a coolant.

We provide a morning and afternoon snack for your camper to enjoy each day. Please remember that we are in the heat and outdoors most trips. If you would like to send your own snacks with your camper, please pack plenty of food and snacks to sustain their energy levels. If there are any requests or concerns with this, please contact the Camp Director.

## **TRANSPORTATION**

We will be using USD 383 buses and Manhattan Parks and Recreation buses for transportation on field trips.

## **STAFF**

We maintain a ratio of one staff member to every fifteen campers. We complete a criminal history and child abuse registry background check on all staff and regular volunteers. Our staff maintains current certifications in First Aid and Child CPR. Our Staff Development Program includes training in behavior management, health and safety practices, handling emergencies, and recognizing and reporting symptoms of illness and child abuse.

**Recreation Supervisor:** Molli Maberry has over 7 years of experience as an educator as well as experience running various summer camps and programs. Molli has been working for Parks and Recreation since 2019. This will be her second summer helping with LADC.

**Director:** TBD

## **CAMP ATTIRE**

Please send your child to camp in comfortable clothes, sturdy shoes and socks (flip flops are encouraged at the pool and tennis shoes are encouraged at camp). Please make sure your camper has a water bottle with them each day. We also encourage you to send a hat or visor for sun protection. Your child should bring a swimming suit, their swim shirt, and a towel every day. We will provide your child with a swim shirt and a t-shirt at the beginning of camp. Clearly mark any items brought to camp with your child's name! Again, your child should wear their camp t-shirt on their fieldtrip days!

## **BEHAVIOR AND DISCIPLINE**

It is the parent's obligation and responsibility to inform the Camp Director if their child has any behavior, mental or physical needs that require special accommodations. This must be noted on your child's Registration Packet. Our discipline policy is as follows:

- At Camp, we run on a "3-Strike" policy for behavior issues. If your camper has had actions or behaviors that are deemed unacceptable at camp, they will be given a strike. If they receive three strikes in one Session (May/June or July/August), they will be ineligible for the next field trip. Any additional strike after the 3rd strike will result in another missed field trip and possible dismissal from camp if deemed necessary by the Camp Director. If they are ineligible for the field trip, they will not be allowed at camp that day. \*See Field Trip procedures above.
- We will give out verbal and written warnings before a strike is given. However, if the behavior is extreme enough, we reserve the right to give immediate action resulting in a strike. Written warnings will need to be signed by the witness of the incident and the Group Leader. These records will be kept within the camper's file. Verbal and written warnings may result in missed time at either the pool or during game time in the afternoon. If behavior is extreme, interfering with regular camp activities, or is deemed harmful to another camper or themselves, a parent/guardian will be called to come remove the camper for the day, and a behavior meeting will be scheduled with the parent, Group Leader, Director, and Recreation Supervisor to discuss a behavior plan. The Director and Recreation Supervisor have the right to by-pass any steps if the behavior warrants it.

Some unacceptable behaviors:

- Cursing
  - Inappropriate sexual behavior
  - Physical harm to any other person or themselves
  - Making threats/bullying behavior
  - Possessing weapons/other illegal paraphernalia
  - Running away
  - Stealing
  - Jumping off of the diving boards
  - Disregard of camp rules
  - Disrespect to any camp staff or other campers
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- As behavior problems arise, we will discuss them with the parent/guardian. We want to work with you to find the best possible solution for all parties involved.
  - Parent/Guardian's failure to follow the rules and regulations outlined in this handbook may result in your child's removal from Little Apple Day Camp.
  - Individual circumstances may require that we move through these steps more quickly. These steps are implemented for your child's safety and the safety of others.

## **FIRST AID AND EMERGENCY PROCEDURES**

Appropriate measures will be taken to safeguard the health and safety of all camp participants. The information provided on the Health History Form and the Authorization for Emergency Medical Care section in the Camper Registration Packet, are very important in helping us provide adequate care in the event of an emergency. A first aid kit and cellular phone will be on hand at all times. Camp staff will administer any immediate treatment for minor injuries and inform the parent/guardian at the time of pick-up. If a more serious injury occurs, emergency medical services will be called and transportation to the nearest hospital will be provided. In the event of an emergency, parents will be notified as soon as possible. Do not send a sick child to camp. In the event a child gets sick at camp, the parents will be notified and asked to pick him/her up immediately. **Please see our policies for all emergencies below.**

### **First Aid**

Follow all first aid procedures learned through First Aid and CPR training.

### **Giving Medication**

- No medication is to be administered unless by a Staff member that is certified. This includes but is not limited to: ibuprofen, inhalers, ADHD medication, eye drops, etc.
- Assistant Group Leaders are allowed to administer medication **ONLY** in an emergency **AND** when permission is given from parents. (ex. EpiPen, emergency inhalers)
- If a camper is found to have unregistered medication on their person or in their possession, it will be removed from their person immediately. We will notify parents and proper forms must be filled out!

### **Severe Weather & Tornado Procedures**

- When severe weather is a threat, Manhattan Parks and Recreation Staff and Little Apple Day Camp Staff will monitor the weather conditions.
- In case of a severe weather warning or tornado warning, Camp Staff will lead campers quickly and safely to the appropriate shelter. In the Pavilion, that would be the restrooms or the Roundhouse if closer when outside.
- Staff will take a head count of their groups and report to the Camp Director.
- The Camp Director and Recreation Supervisor will check all areas and direct all campers to the nearest shelter.
- When there is visible lightning or audible thunder, camp Staff will bring all campers quickly and safely inside. We will also use a “SkyScan” lightning detector set at 10 miles.

### **Emergency Fire Procedures**

- When a fire alarm sounds, or a fire has been spotted, every person is required to leave the building at once.
- Staff will direct the campers to the nearest available exit and lead them to the grassy area west of the old Parks and Recreation Office (now called City Park Activity Center).
- Staff will take a head count of their group and report to the Camp Director.
- A 911 call will be made.
- Camp Director and Recreation Supervisor will check all areas and direct all campers to the grassy area west of the City Park Activity Center.

### **Emergency Flood Plan**

- When the flood siren sounds, all campers and staff will begin walking west toward 17<sup>th</sup> street, transportation will be used if available.
- Staff will take a head count of their group and report to the Camp Director, then will begin walking toward 17<sup>th</sup> street with their group.
- Camp Director, Recreation Supervisor, and all available Parks and Recreation Staff will use all City vehicles available and additional vehicles, if necessary, to transport campers safely to a higher elevation.

### **Serious Injury Procedures**

- Assess the situation – remain calm.
- Administer first aid/CPR if needed.
- Keep all other children out of the area and calm.
- Call 911. Stay on the phone.
- Call Parents or emergency substitute.
- Appropriate Staff member will accompany child to the appropriate health care facility and will take along appropriate paperwork. (Health History Form, Camper Registration Packet, and Contact Information Form)
- Fill out and submit a City of Manhattan Accident Report as well as a KDHE Notification of Injury.

## **Procedures Involving Acts of Violence or Terrorists**

- Always enforce facility security. Restrict visitors to only public areas. Ensure that all visitors are identified and appropriately cleared before they enter the facility.
- Staff will immediately assess the situation and either have the campers take cover in the restrooms, locking themselves in, or vacate the building by the nearest exit. After vacating the building, Staff needs to quickly move to the designated safe area. Our Designated Safe Area is Peace Memorial City Auditorium in City Hall (1101 Poyntz Avenue).
- Response to consequences of a terrorist or violent act will depend on the hazards presented:
  - Armed Intruder – Call for help (911). Try to get the children to safety, either locked in a safe room inside (bathroom), or quickly taken outside the building if necessary. Do NOT try to confront the intruder and make him/her more violent. Try to remain calm.
  - Hostage Situation – Call for help (911). Don't endanger yourself or any of the other children by trying some sort of rescue. Pay attention to the captor(s), try to get details of what they want, and accommodate them. Provide as much information as possible to the police when they arrive.
  - Bomb – any unknown package could be a bomb. If you have any reason to believe that it is, EVACUATE IMMEDIATELY, and let the experts deal with it. Call for help (911).
- A 911 call should be made immediately, giving the location and information about what is taking place, even if they can't speak, they need to call and hold on.

## **Procedures Involving Missing Child(ren)**

- Staff will contact the local law enforcement agency as soon as you have determined a child is missing or has been abducted. Do NOT delay in reporting the child is missing.
- Provide law enforcement with the date, time, and location where the child was last seen.
- Contact the parent/guardian of the missing child.
- Search any area into which a child could crawl or hide and possibly be asleep or unable to escape. This includes but is not limited to: closets, bathrooms, vehicles, cabinets, etc. Check all areas where the child was last seen or may have played such as open or abandoned buildings, crawl spaces, parks, etc.

## **Utility Failure**

- Ensure all campers are accounted for.
- Director or Recreation Supervisor will assess the situation and immediately notify City Department Heads depending on specific situations.
- Depending on the cause and timeliness of repair, the building may not need to be evacuated. If evacuation is necessary – once outside, move to a clear area at least 500 feet away from the building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
  - Electrical/Light Failure – Building lighting is designed to provide minimal lighting for exiting. Flashlights and cell phones should be kept available for emergencies.
  - Plumbing Failure/Flooding – Cease all operations. Do NOT turn on any lights or any electrical equipment.
    - Wet areas can present the danger of electrocution if someone comes in contact with the wet area and electricity at the same time.
    - Leaking natural gas can be ignited/explored by lighting or electrical equipment.
    - Notify Recreation Supervisor and evacuate the area.

- Ventilation Problems – If smoke odors come from the ventilation system, notify Recreation Supervisor immediately. If necessary, vacate the area.

### **Chemical Release**

- Ensure all campers are accounted for.
- Follow these steps if situation requires a “shelter-in” procedure:
  - Move inside immediately if not inside already.
  - Close and lock all windows and doors.
  - Turn off all ventilation systems.
  - Enter and seal a room to prevent air from entering by sealing doors/windows with towels and tape.
  - Keep cell phones available to receive further instructions.
- If immediate evacuation is required, take children’s files with you in case of emergency.

### **COVID-19 Exposure**

- In the event of a COVID-19 exposure, we will adhere to KDHE and/or Riley County Health Department guidelines.

## **UNSCHEDULED CLOSING POLICY**

In the event LADC will be closed unexpectedly prior to opening, we will do the following to notify you:

1. Send a text alert to all those signed up with the appropriate information. We will be using Remind 101. To sign up for Remind 101, you will need to sign up using our camp code.
2. Send an email to the primary email listed on your child(s) paperwork with the appropriate information.
3. If possible, we will provide an on-site Staff person to answer questions at the Wefald Pavilion.

In the event LADC will be closed unexpectedly during open hours, we will do the following to notify you:

1. Repeat Steps 1 & 2 above with sending a text alert and an email to the primary email address.
2. Leadership Staff will make direct phone calls to primary caregivers if necessary.

## **MEDICINE**

If medication is to be administered during camp the following conditions must be met:

- We must obtain written permission from the child’s parent/guardian for self-administration.
- Prescription medication must be in the original container labeled with the following information: child’s name, fill date, physician’s name, expiration date and specific instructions for administration.
- Short term/long term form from KDHE must be filled out and on file.

## **SUSPECTED ABUSE AND NEGLECT REPORTING POLICY AND PROCEDURE**

In accordance with the procedures set forth by the Kansas Department of Health and Environment, any camp Staff having reasonable cause to believe that a child in their care may be an abused or neglected child shall immediately report the matter to the Camp Director. The Camp Director will notify the secretary of the Department of Children and Family Services.

## **REFUND POLICY**

Preregistration is required, class size is limited, and enrollment is on a first come, first served basis. Registrants will receive a full refund if we cancel the program, or we may be able to transfer you to another class. A full refund is granted if request to withdraw is received one week (seven days) prior to start date; partial refund requested between one week and at least 48 hours prior to start date and no refund if request is less than 48 hours in advance or failing to show. Participant withdrawals must be received during business hours.

Due to LADC only having a certain amount of available spots, no refund or credit (partial or full) will be given to anyone after the start of camp, no exceptions.

## **COMPLAINTS/PROBLEMS/IDEAS**

Your opinions and concerns are important to us! Please address your concerns to your child's Group Leader or the Camp Director. The Camp Director will be happy to address your concerns over the phone or in person by scheduling a meeting with you and other involved camp Staff. If the Camp Director is unable to address your concerns, please contact the Recreation Supervisor.

## **CONFIDENTIALITY**

It is our policy that any information given to Little Apple Day Camp Staff, whether through paperwork or verbal conversations, will be kept strictly confidential. There may be instances where Assistant Group Leaders, Group Leaders, or the Director may need to report instances to their superiors, including the Recreation Supervisor, but all information will stay within Staff.

## **QUESTIONS/CONCERNS**

Please don't hesitate to reach out to Staff members and Supervisors regarding questions or concerns. All Staff will be available on a daily basis. To reach the Recreation Supervisor, you can call the MPRD Office at (785)587-2754 between 8am-5pm, Monday – Friday.