



ANDREWS CAMPS

PARENT HANDBOOK

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Parent Handbook

Statement of Philosophy, Purpose, Goals & Program Methods

- **Philosophy**

- We believe children should be in warm loving nurturing environment that meets all children's social, emotional, intellectual, and physical needs. We respect the rights and dignity of all individuals. We respect and support all camper and their families no matter what their race, religion, culture, gender, or abilities.

- **Purpose:**

- To provide quality care for children ages 5-12 years of age and to support their families in providing a healthy and safe environment for their children to grow

- **Goals**

- Provide a place where children can make new friends within a loving environment that build self-confidence and emotional stability
- Help each child's learning development with tutoring, games, crafts and technology designed for age appropriate learning.
- Through a wide variety of sports and athletic activities we help to strengthen each child's motor skills and physical development as well as developing teamwork and leadership skills.

Measurable Outcomes

- Improve camper's attitudes, self-confidence, emotional stability and their ability to engage with other campers in a positive way.
- Improve camper's ability to perform and improve their physical fitness/motor skills in activities such as kicking, throwing, running, catching, climbing, hand eye coordination and balance.
- Increase development including art skills, drama, building and design, computer skills and reading/writing.
- Increase teamwork and leadership skills while working/playing with other campers on projects and games.

Program Methods

- We achieve our goal by working hands-on through coaching and teaching specific lessons designed to expose each child to new ideas, activities and learning skills. We also foster a self-learning environment that encourages each child to pursue their own areas of interest while being supported by our staff in an accepting and nurturing way.

Days of Operation

- Open M-F. School days: 12PM-7PM, Non-school days: 8AM-6PM

Ages of Children Accepted

- Our programs are open to school age children (5-12 yrs)
- At the Center Camps (5-12)
- Traveling Adventure Camps (7-12)

Campers are allowed to participate in all activities offered to their age group.

Field Trip Policy

- When field trips are scheduled parents are informed and written permission is obtained before a child can attend the fieldtrip. On the day of the trip, a notice will be posted reminding parents and staff of the trip, where the children will be going, cost, when they will leave and return to the center. At least one staff member accompanying the group must have first aid and CPR Training. A first aid kit must be taken along, money for emergency telephone calls and children's emergency information. Prior to the trip, procedures and safety rules are carefully reviewed with the children and checklist completed.

Sign In/Sign Out Procedure

- All children attending our programs are signed in and signed out using a biometric identification system that records their arrival and departure. Children are only released to their parent/guardian or a designated person whom the parent has preauthorized by completing a consent form which is in the child's personnel folder. An electronic record of attendance is available to the parent at any time.
- Parent/guardian signature is required on a checkout sheet prior to any child leaving the center.

Meals

- Children bring their own breakfast, lunch or dinner when needed. We provide snacks that conform to Title 22 Section 101227. "Snacks shall be available for all children unless the food a child may eat is limited by dietary restrictions prescribed by a physician. Each snack shall include at least one serving from each of two or more of the four major food groups." All snacks are prepared by a qualified staff person.

Transportation

AndrewsCamps provides a school pick-up shuttle for children at selected schools.

- **Written permission** by a legal parent/guardian is required before a child may be transported by staff in a company van or other vehicle. Such permission must specify the purpose for the transportation and the dates during which the permission is to be valid.
- Van pickup times are between Noon and 4PM depending on each school's dismissal schedule.
- Children must wear **seat belts. THERE IS NO EXCEPTION.** Drivers will ensure that children under the age of 8 or less the 4'9" will be secured in a car seat or booster (California Vehicle Code Section 27363.)
- **Food** is not allowed in Vans.
- Parents must notify the Center to schedule pick-ups or to cancel pick-ups previously scheduled. Failure to do so can result in a penalty charge. All transportation is provided in conformity to Title 22 Section 101225.

Healthcare Policy

Treatment Plan – AndrewsCamps provides only basic first aid/cpr and incidental medical services. All staff follow the procedures outlined in the American Red Cross first aid training manual. (provided at office)

- Onsite camps will always have at least two staff members trained in child first aid/cpr. available at all times.
- Offsite camps will always have at least one staff member trained in child first aid/cpr. available at all times.
- Camp staff are limited to and only responsible for providing basic first aid/cpr as per their training.
- Staff trained in first aid/cpr will determine when the scope of injury is outside of their training.
- Staff not trained in first aid/cpr may not perform health services to campers.

- Trained staff will be responsible for contacting outside emergency, medical, or health services when needed.
- Andrews camps staff trained in first aid/cpr and incidental medical services will only provide treatment they are trained for. All other treatment will be performed by outside licensed medical/health professionals.

Medication Policy

- Medication will only be administered with the parent's consent by signing a medication consent form. Non-Prescription and Prescription Medication will only be given with the child's Physician or parent's written instructions stating the following information:
 - Child's name
 - The medication name
 - Dose
 - Frequency of administration
 - Special precautions that may be necessary
 - Keep in mind that there are great risks associated with administering over the counter medication to children without consulting a physician.

Medical/Dental Emergencies

- We shall immediately notify a child's authorized representative if the child becomes ill or sustains an injury more serious than a minor cut or scratch. We shall obtain specific instructions from the authorized representative regarding action to be taken.
 - In the case of an illness severe enough to require isolation of the child, the center shall follow the procedures specified in Section 101226.2.
 - In the case of less serious injuries including, but not limited to, minor cuts, scratches and bites from other children requiring assessment and/or administration of first aid by staff, the licensee shall document the injury in

the child's record and notify the child's authorized representative of the nature of the injury when the child is picked up from the center.

- All state reporting requirements will be met including mandatory reporting of child abuse, incident reports and CPS reports where applicable.
- We shall make prompt arrangements for obtaining medical treatment for any child if necessary.
- We shall obtain emergency medical treatment without specific instructions from the child's authorized representative if the authorized representative cannot be reached immediately, or if the nature of the child's illness or injury is such that there should be no delay in getting medical treatment for the child.

Mental Health Needs

Andrewscamps refers all Mental Health treatment to outside professionals. Camp director will determine if a child needs Mental Health Services.

In the event a camper needs Mental Health Services staff will:

- Contact Parents Immediately
- Call 911 or Mental Health Professional if needed.
- Keep child safe until licensed professional arrives.

Compliance with the Americans with Disabilities Act Title III

- AndrewsCamps does NOT discriminate against children with disabilities. We accept and provide such children with an opportunity to participate in all our programs and service unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

Incidental Medical Services

- Staff will be instructed on use of inhalers, EpiPens and Glucose testing as part of First Aid & CPR training.

- Records that are maintained include parental/authorized representative permission to provide the incidental medical service; written instructions from the child's physician; verification of staff training; records of medication/service provided.
- Medicines and medical equipment are kept locked. EpiPens are under the control of senior staff and inaccessible to children.
- Staff training will include how to administer medication/service; how to use and maintain required equipment/supplies; what to do in emergencies.
- At least one staff person trained to carry out doctor's medical orders will be available at all times.
- Trained staff will take medications, equipment and supplies needed by children on any activity, on field trips away from the center or during emergencies.
- Safety precautions are always observed such as wearing gloves during any procedure that involves potential exposure to blood. Hands are washed immediately after removal of gloves. Gloves and used instruments are disposed of in approved containers.
- Over the counter medications are only available with doctor authorization and instructions.
- A parent/authorized representative will be informed of each occurrence of incidental medical service to their child
- AndrewsCamps will immediately report to the Licensing Office any serious incidents or changes to the plan of operations.

Monitoring Diabetic Children

- Staff performing any testing must have the parent's authorization.
 - Testing must be administered in accordance with doctor's written instructions which should include:

- How to determine if the test results are within the normal range for the child
- How to identify symptoms of hypoglycemia or hyperglycemia.
- What actions to take if test results are not within the normal range.
- The doctor's telephone number(s). The parent's telephone number(s).

Administering Inhaled Medications

- Staff administering inhaled medication must have written authorization from the parent and be authorized to contact the child's health provider.
 - Instructions from the child's doctor must include:
 - The specific indication for administering in the medication.
 - Dose form and amount to be administered.
 - Potential side effects and expected response.
 - Actions to be taken in the event of side effects.
 - Storage instructions.
 - A record of each instance use is to be provided to the parent/guardian.

EpiPen Jr. & EpiPen

- Use only as prescribed by the doctor and following instructions.
- Have available for use at all times, accessible to adult staff but out of reach of children.
- Call 911 and the child's parents immediately after administering.
- Replace units before expiration date.

Following Doctor's Orders/Medication

- Obtain written consent from child's parent if staff is to carry out and doctor's medical orders for a specified child.
- A written doctor's medical order is to be current and include:
 - A description of the incidental medical service needed including equipment and supplies and instructions for carrying out the order.

- A statement from the child's licensed doctor that the medical order can be safely performed by a layperson
- Written records are to be maintained when a medical order has been performed. Form LIC 622 is to be available.
- The child's file is to have copies of all parent authorizations and doctor's medical orders.
- Prescription medication shall only be administered in accordance with label directions and as prescribed the child's doctor.

Special Health Needs

Andrewscamps staff meet with parents and campers to determine if the camp can meet the medical needs of the child. Health care professionals are used when needed.

Behavior Management policies, and procedures

- **Discipline not permitted.** Any form of discipline or punishment that violates a child's personal rights as specified in Section 101223 shall not be permitted regardless of authorized representative consent or authorization. No corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- **When behavior problems occur**, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then set a conference to develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, your child will be excluded from the program for up to one month and possibly terminated from the program

Mandatory Reporting Requirement

- The Unusual Incident/Injury Report (LIC 624) must be filled out and submitted to licensing when reporting any unusual incident or injury occurring during day care hours. It is the responsibility of the on-duty Site Director to prepare this form

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

UNUSUAL INCIDENT/INJURY REPORT

INSTRUCTIONS : NOTIFY LICENSING AGENCY, PLACEMENT AGENCY AND RESPONSIBLE PERSONS, IF ANY, BY NEXT WORKING DAY.
SUBMIT WRITTEN REPORT WITHIN 7 DAYS OF OCCURRENCE.
RETAIN COPY OF REPORT IN CLIENT'S FILE.

NAME OF FACILITY		FACILITY FILE NUMBER		TELEPHONE NUMBER () - () - () - ()	
ADDRESS		CITY, STATE, ZIP			

CLIENTS/RESIDENTS INVOLVED	DATE OCCURRED	AGE	SEX	DATE OF ADMISSION

TYPE OF INCIDENT

<input type="checkbox"/> Unauthorized Absence	<input type="checkbox"/> Sexual	<input type="checkbox"/> Rape	<input type="checkbox"/> Injury-Accident	<input type="checkbox"/> Medical Emergency
<input type="checkbox"/> Aggressive Act/Self	<input type="checkbox"/> Physical	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Injury-Unknown Origin	<input type="checkbox"/> Other Sexual Incident
<input type="checkbox"/> Aggressive Act/Another Client	<input type="checkbox"/> Psychological	<input type="checkbox"/> Suicide Attempt	<input type="checkbox"/> Injury-From another Client	<input type="checkbox"/> Theft
<input type="checkbox"/> Aggressive Act/Staff	<input type="checkbox"/> Financial	<input type="checkbox"/> Other	<input type="checkbox"/> Injury-From behavior episode	<input type="checkbox"/> Fire
<input type="checkbox"/> Aggressive Act/Family, Visitors	<input type="checkbox"/> Neglect		<input type="checkbox"/> Epidemic Outbreak	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Alleged Violation of Rights			<input type="checkbox"/> Hospitalization	<input type="checkbox"/> Other (explain)

DESCRIBE EVENT OR INCIDENT INCLUDE DATE, TIME, LOCATION, PERPETRATOR, NATURE OF INCIDENT, ANY ANTECEDENTS LEADING UP TO INCIDENT AND HOW CLIENTS WERE AFFECTED, INCLUDING ANY INJURIES.

PERSON(S) WHO OBSERVED THE INCIDENT/INJURY

EXPLAIN WHY RESIDENTIAL AGENCY WAS TAKEN (INCLUDE PERSONS INVOLVED)

LIC 624 (8/99)
OVER

Official copies of this form to be used when making a report are available in the "Forms File" at the office front desk.

- Notify Licensing Agency, Placement agency and responsible persons, if any, by next working day, submit written report within 7 days of occurrence, retain copy of report in clients file.

Admission Policy

- **AndrewsCamps** is open to any child ages 5-12, regardless of race, color, or creed.
- Children may enroll anytime during the year if there is an opening.

Criteria for determining appropriateness

- AndrewsCamps maintains an open enrollment policy and does not require pre-screening interviews unless there are special circumstances.

Pre Admission Appraisal

- There are a number of forms that are required upon enrollment. Your child's enrollment records must be complete before they are accepted.

Forms to be completed

- Consent for Emergency Medical Treatment [LIC627]
- Identification and Emergency Information [LIC700]
- Personal Rights [LIC613a]
- Notification of Parents' Rights [LIC995]
- Preadmission Health History [LIC702]

Immunization Requirements

- Any child seeking admission to AndrewsCamps needs to have received all the required vaccine doses against poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, Herophilus influenzae type B, mumps and hepatitis B.

Our Mission: To provide High Quality Care and Education

Admissions Agreement

Refund Policy

Your initial enrollment charge (which you pay upon registration) covers next month (the month following the month in which you enroll). For the current month you are charged the hourly membership rate (\$18/hr) for only the actual hours a child attends. The hourly charges are collected at the end of the current month.

You may cancel at any time. Cancellation becomes effective at the end of the month in which you give notice of your desire to cancel. There is no refund for unused attendance during the month in which you cancel.

Licensing Agency Rights

Any duly authorized officer, employee, or agent of the California Child Care Licensing Department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act. An authorized agent of the California Child Care Licensing Department has the right to interview any child with or without advance notice to the parents.

Reasons for Termination

A child's enrollment may be terminated if they are unable to maintain appropriate behavior. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then set a conference to develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, your child will be excluded from the program for up to one month and possibly terminated from the program.

Payment Provisions

Two payments plans are offered:

- A child may be enrolled as a Monthly Member. Payment is required in advance each month at a fee of \$595 per month for kindergartners, \$495 per month for 1st - 6th graders, or

A child may be enrolled as Hourly Member. You are billed at the end of each month for just the hours the child attends at the rate of \$18/hour pro-rated to the nearest 1/4 hour.

Basic Services Offered

Sports: Baseball, basketball, volleyball, Frisbee golf, gymnastics, soccer, football.

Crafts: Drawing, painting, ceramics, sewing, wood working, origami, model building.

Fun Stuff: Parachute games, laser tag, nerf guns, hula hoops, jump rope, capture the flag, tag games, beach ball games, remote control cars, boats and helicopters.

Special Equipment: Indoor trampoline, indoor zip line, slide and monkey bars

Quiet Time: Games, Legos, board games, puzzles, duct tape projects, lots of books

Homework Club: Our separate study center is the ideal place for kids to do their homework. Our staff provides some assistance. Homework becomes a normal part of after school activity.

Wednesday off-site adventures. Every Wednesday from 2 PM - 4 PM we take the kids to an off-site destination for a special afternoon of fun

Modification Conditions

- 30-day notice will be posted prior to any rate changes

Personal Property Policy

Alcohol or Drugs

1. Alcohol or drugs may not be on premises at any time without director's permission and prescription from a doctor.
2. Staff may not be under the influence of alcohol or drugs without a doctor's prescription and permission from camp director.
3. Any staff found under the influence will be removed from camp pending further review.
4. Over the counter medication may be taken by staff but must be kept out of the reach of children.

Campers/Children

1. Campers may not be given any form of medication, prescription, or over the counter medication without written permission by a doctor.
2. Parents' permission must be given to administer any medication.
3. Medication must be in its original prescription bottle.
4. Medication must have valid expiration date and cannot be expired.
5. Medication consent form must be filled out by parents and doctor if applicable (see parents handbook for more info)

Personal Property

1. AndrewsCamps is not responsible for any personal property brought to camp.
2. All equipment must be cleared with camp director before being brought to camp.
3. All equipment must be stored in a safe manner.
4. Electronic equipment may only be used during specific times designated by the camp director.
5. Cell phones must be stored in appropriate location (backpack, locker, car, etc) they may not be carried while at camp by either staff or campers unless deemed appropriate by the camp director.

Vehicles

1. Vehicles must be parked in appropriate parking spaces.
2. Campers are not allowed in non-camp vehicle.
3. See transportation Information for further information regarding transportation of campers.

Animals

1. No animals are allowed at camp except with the permission of camp director.
2. All animal must have up to date health and immunization records on file at the camp.

Weapons

1. There are no weapons of any kind aloud at camp.
2. AndrewsCamps reserves the right to search any camper or staff person at any time will at camp or on camp property if possession of illegal or banned items is suspected.
3. Any illegal or banned items may be seized by camp director.