



KIDS & CULTURE CAMP

A Cooperative Effort By Moms Who Care

Staff Handbook

1629 K Street NW • Suite 300 • Washington, D.C. 20006 • 202.643.8787
www.kidsandculture.com • info@kidsandculture.com

Copyright © 2016 Kids and Culture, LLC. All rights reserved. No part of this publication may be reproduced without the written consent of Kids and Culture, LLC.

Table of Contents

STAFF EXPECTATIONS & CODE OF CONDUCT	3
ARREST POLICY	4
STAFF CELL PHONE & OTHER ELECTRONICS POLICY	4
CAMP RESPONSIBILITIES.....	5
WHAT MAKES A CAMPER HAPPY?.....	7
ADDITIONAL GUIDANCE	7
STAFF DRESS CODE.....	7
ABSENCE OF CAMP STAFF AND VOLUNTEERS.....	7
STAFF ARRIVAL, PARKING & DEPARTURE	8
CPR, FIRST AID TRAINING, & BACKGROUND CHECKS.....	8
PARENTS LATE PICKING-UP CHILD	8
RELEASE OF CHILD TO INTOXICATED OR DRUGGED INDIVIDUAL	8
SNACKS AND LUNCHES	8
HEALTHY FOOD.....	9
CAMPER DRESS CODE	9
BIRTHDAYS.....	9
CAMP DISCIPLINE PROCEDURES.....	9
GENERAL SAFETY	10
CLASSROOM SAFETY	10
COUNTING CHILDREN.....	11
OUTDOOR PLAY	11
WATER SAFETY.....	11
MORE–THAN-ONE-RULE.....	11
FIELD TRIPS ON AND OFF CAMPUS	11
PROHIBITED CAREGIVER BEHAVIOR.....	12
HAND WASHING	12
CAREGIVER STRESS.....	12
PROCEDURES FOR SUSPECTED CHILD ABUSE	12
QUIET TIME	13
TOYS/MATERIALS FROM HOME.....	13
CAMPER CELL PHONE & OTHER ELECTRONICS	13
DANGEROUS ITEMS POLICY	13
PROCEDURES FOR HANDLING SUICIDAL BEHAVIOR	14
ACCIDENT OR EMERGENCY.....	14
MEDICATION	14
SICKNESS/EXCLUSION SYMPTOMS	14
ACCIDENT, ILLNESS OR DISCIPLINE REPORT	15
STAFF EXPECTATIONS & CODE OF CONDUCT	17
STAFF CELL PHONE & OTHER ELECTRONICS POLICY	18

STAFF EXPECTATIONS & CODE OF CONDUCT

All camp staff, volunteers, special guests, and instructors are asked to sign this Staff Expectations and Code of Conduct statement as a condition of your service, with the understanding that serious misconduct, violations of the established rules and regulations may result in termination from the camp. Ultimately each staff members is responsible for his or her own behavior, and when necessary the camp director or assistant director will determine whether the terms of this agreement have been violated and will send a staff member home, revoke their camp privileges, or terminate any relationship with the camp.

As a camp staff member, teaching assistant, volunteer, special guests or instructor, I agree to the following:

1. I will use appropriate and courteous behavior. I will not swear or use obscene gestures. I will treat all campers, guests, volunteers, and visitors with respect and common courtesy.
2. I will arrive on time each day to the camp site.
3. If I am a paid employee, I will receive pay for actual time worked.
4. I will set a good example by dressing in an appropriate and respectful manner and adhering to the camp dress code.
5. I understand that the purchase, possession, and/or consumption of alcoholic beverages or illegal drugs is prohibited. Violations including the use of tobacco, alcohol, and drugs, and, stealing, dishonesty, swearing, fighting, and cursing will result in dismissal from the camp and loss of camp privileges for my children (where applicable).
6. I am prohibited from having firearms, ammunition, and weapons in my possession (including knives and weapons of any sort).
7. I will be responsible for keeping my classroom space clean and neat.
8. I will show respect for the property and facilities used during camp session.
9. I will label all of my personal items and I will not bring personal items of value to the camp site.
10. I will comply with the Staff Cell Phone and Other Electronics Policy at all times. I will keep my cell phone on silent and/or vibrate and only use if it relates to camp business and/or the welfare of my family. If I need to use my cell phone for matters other than those stated above, I will do so during my breaks and outside of the classroom so that I will not disrupt the camp activities.
11. I will work as a "team player" and will work cooperatively with all staff members, volunteers and guests.
12. I will adhere to the safety rules and instructions provided by the camp director, camp coordinators and other personnel.
13. I will provide a safe environment. I will not harm youth or adults in any way, whether through harassment, physical force, corporal punishment, sexual abuse, verbal or mental abuse, neglect or other harmful experiences.

I certify I have read **Kids and Culture Camp's Staff Expectations and Code of Conduct** and I agree to abide by the conditions therein:

Print Name _____ **Signature** _____ **Date** _____

ARREST POLICY

Kids and Culture Camp, LLC and its staff members provide education and care to children. All staff members, which includes employees, volunteers, and special instructors are expected to be in compliance with all federal, state and local laws. Staff members are required to notify the Director of Kids and Culture Camp, LLC within 24 hours of any arrest. Staff members will be placed on administrative leave pending investigation and may be subject to discipline up to and including termination. Certain offenses, including those involving the use of illegal substances and inappropriate conduct involving a minor may result in immediate termination.

STAFF CELL PHONE & OTHER ELECTRONICS POLICY

In order to maintain the safety of all campers, as a Kids and Culture Camp staff member, employee or volunteers, or instructor, I agree to adhere to the following policy:

1. Personal cell phones must be kept on silent, mute, vibrate, or low sound/ring during camp and will only be used if it relates to camp business and/or the welfare of my family. If I need to use my cell phone for matters other than those stated above, I will do so during my breaks and outside of the classroom so that I will not disrupt the camp activities. Texting, accessing social media, etc., except during break time is strictly prohibited.
2. Personal cell phone calls and use of other personal electronics are only permissible during breaks.
3. Use common sense when making or receiving personal cell phone calls at work. For example, staffers should speak quietly and reserve personal or intimate details for non-work hours.
4. Personal cell phone use, even when permitted, must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).
5. The use of cameras on any electronic devices during work time is limited to the use of taking camper related pictures that will be sent to the Camp Director for distribution to parents and used for promotional purposes.
6. Cell phones and other electronic devices may not be used to take pictures, or transmit text messages which, include but are not limited to, messages or images that are inappropriate, sexual in nature, deemed offensive, a safety risk, or a violation of any Kids and Culture Camp rules.
7. If use of personal cell phones or other personal electronic devices cause disruptions, loss of productivity, or distracts from carefully watching and caring for campers, camp staffers may be subject to disciplinary action. Violations of this policy may result revocation of the privilege to carry a cell phone during work hours, termination of employment or volunteer service. Kids and Culture Camp reserve the right to request that staffers provide cell phone bills and usage reports for calls made during working hours to determine if use is excessive.

I certify that I have read the **Kids and Culture Camp Cell Phone and Other Electronics Policy** and I agree to abide by the conditions therein:

Print Name _____ **Signature** _____ **Date** _____

CAMP RESPONSIBILITIES

Lead Teachers and Assistant Teachers

Pre- Camp

1. Complete online application, Criminal Background Authorization form and Secondary Screening form
2. Prepares a minimum of 1 lesson plan per week that is focused on the cultural theme (Lead)
3. Prepares a minimum of 1 lesson plan per week that is focused on the cultural theme (Assistant)
4. Submits Lesson Plan forms to the Education Coordinator by the requested deadlines
5. Works with Education Coordinator to streamline lessons plans and general class activities
6. Ensures that all class activities and lessons are age appropriate and can be completed with the scheduled timeframe
7. Ensures that lesson plans include a variety of learning styles (visual, auditory and kinesthetic)
8. Attend mandatory Teacher Trainings related to the theme/countries of focus
9. Attend mandatory Camp Orientation and Training
10. Must arrive between 8:15 am – 8:30 am daily
11. Complete a post-camp online survey on or before the last day of your camp service
12. Complete CPR and First Aid training upon request
13. Permits Kids and Culture to conduct a criminal background check
14. Set-up classroom before that start of camp service each week
15. Submit a list of all supplies needed for each camp session by the requested deadline
16. Assist with pre-camp preparations such as decorations and making phone calls to registered campers

During Camp

1. Responsible for the safety of the children in their assigned age group
2. Responsible for all classroom instruction and activities
3. Work all agreed upon sessions and remain on-site at all times
4. Assist one day a week for before camp (7:30-9:00 am) or after camp duty (3:00-5:00 pm)
5. Notify the Camp Director or Assistant Director as soon as possible if I am unable to volunteer as scheduled due to illness and/or an emergency
6. Make a serious effort to find a camp staff member who can work in my place, if I am unable to volunteer/work as agreed.
7. Notify the Camp Director or Assistant Director as soon as possible if I will arrive later than agreed upon.
8. Submit a Camp Debriefing Form before leaving camp each day if there are observations that I have made that will make my teaching/volunteer experience better for the remainder of my camp sessions
9. Assist where needed if am not teaching a class
10. Submit all receipts for supplies purchased for the camp on or before my last day of service
11. Return all supplies to the Camp Director that were purchased for camp use on or before my last day of service

Post Camp

1. Complete a post camp online survey on or before your last day of camp service.
2. Participate in one post camp debriefing meeting or conference call TBA

Specials

Provide instruction in a particular area of expertise generally 2-3 times week

1. Responsible for the safety of all children that you are working with
2. Submit Lesson Plan forms to the Education Coordinator by the requested deadlines (check with Director)
3. Submit a list of all supplies needed for each camp session by the requested deadline
4. Ensures that all class activities are age appropriate and can be completed with the scheduled timeframe
5. Attend mandatory Camp Orientation and Training
6. Complete a post-camp online survey at the conclusion of your camp service; and

7. Complete online application, Criminal Background Authorization form and Secondary Screening form
8. Complete online application, Criminal Background Authorization form and Secondary Screening form

During Camp

1. Work all agreed upon sessions and remain on-site at all times
2. Notify the Camp Director or Assistant Director as soon as possible if I am unable to volunteer/work as scheduled due to illness and/or an emergency
3. Make a serious effort to find a camp staff member who can work in my place, if I am unable to volunteer/work as agreed
4. Notify the Camp Director or Assistant Director as soon as possible if I will arrive later than agreed upon
5. Submit a Camp Debriefing Form before leaving camp each day if there are observations that I have made that will make my teaching/volunteer experience better for the remainder of my camp sessions
6. Submit all receipts from supplies purchased for the camp on or before my last day of service
7. Return all supplies to the Camp Director that were purchased for camp use on or before my last day of service

Post Camp

1. Complete a post camp online survey on or before my last day of service
2. Participates in one post camp debriefing meeting or conference call TBA

Volunteers

1. Responsible for the safety all children in their assigned age group
2. Attend mandatory Camp Orientation and Training
3. Complete a post-camp online survey at the conclusion of your camp service
4. Complete online application, Criminal Background Authorization form and Secondary Screening form

During Camp

1. Work all agreed upon sessions and remain on-site at all times
2. Notify the Camp Director or Assistant Director as soon as possible if I am unable to volunteer/work as scheduled due to illness and/or an emergency
3. Make a serious effort to find a camp staff member who can work in my place, if I am unable to volunteer/work as agreed
4. Notify the Camp Director or Assistant Director as soon as possible if I will arrive later than agreed upon
5. Submit a Camp Debriefing Form before leaving camp each day if there are observations that I have made that will make my teaching/volunteer experience better for the remainder of my camp sessions
6. Submit all receipts from supplies purchased for the camp on or before my last day of service
7. Return all supplies to the Camp Director that were purchased for camp use on or before my last day of service

Post Camp

1. Complete a post camp online survey on or before the last day of my camp service.
2. Participates in one post camp debriefing meeting or conference call TBA.

WHAT MAKES A CAMPER HAPPY?

As a member of the Kids and Culture Camp team, you are charged with the awesome responsibility of making each week an unforgettable experience for our children. Whether our campers have good or bad memories is very much in your control. Campers will have great memories if their teachers, leaders, counselors and volunteers:

1. are agreeable, friendly and approachable;
2. are fair, consistent, maintain order;
3. are supportive, understanding and kind;
4. are not over-bearing, "bossy" or rude;
5. are optimistic no matter the situation;
7. are prepared in advance and participate in all activities;
6. do not show favoritism; and
7. never complain about the rules or the weather (hot or rainy).

ADDITIONAL GUIDANCE

1. Health and safety consciousness is very important. Be aware of the state of your campers' health and take the necessary precautions to prevent accidents.
2. Follow the daily schedule of activities.
3. Help campers prevent homesickness by being cheerful and by keeping them busy.
4. Assist with recreational programs by coaching, cheering, refereeing, and remembering to give accolades to the child who does not win or may not be as athletically inclined as other children.

STAFF DRESS CODE

All Camp Staff are expected to wear their Kids and Culture Camp t-shirt daily.

- **Monday** – Camp T-shirt
- **Tuesday** – On “Traditional Dress Tuesdays” staff members are encouraged to wear some type of traditional clothing and/or jewelry. Wear your Kids and Culture Camp shirt over your traditional clothing.
- **Wednesday-Friday** – Camp T-shirt or other orange shirt.

General Dress Code

- All staff must wear Kids and Culture Camp t-shirts daily (no halters, tank tops, etc.)
- The neckline should not go below the cleavage line (even while bending over)
- Shorts and skirts should not be more than one inch above the knees.
- No flip-flops are allowed.

ABSENCE OF CAMP STAFF AND VOLUNTEERS

1. Notify the camp director as soon as you are aware that you will not be able to report for camp service.

2. You can call Jania (202) 643-8787 or Jamia (240) 461-9767 24 hours a day while the camp is in session (including weekends).
3. Make every effort to find a replacement (limited to the camp directory).
4. If you are co-oping, and unable to find a replacement, you will be responsible for remitting the prorated camp fee in order for your child/ren to continue to participate in the camp.

STAFF ARRIVAL, PARKING & DEPARTURE

1. Allow plenty of time to park your car and walk to the camp site by the specified arrival time.
2. Camp staff designated to assist with before camp should arrive no later than 7:15 AM. Parents will begin dropping their children off at 7:45 AM.
3. Camp staff designated to assist with the regular camp hours should arrive between 8:15 and 8:30 AM. Parents will begin dropping off their children at 8:45 AM.
4. Upon entering the camp site, report to the camp office to sign-in, check for schedule changes, confirm daily assignments, and check your mailbox.
5. Failure to sign-in and out and enter the correct time may result in errors in reporting time and attendance which can effect payroll.

CPR, FIRST AID TRAINING, & BACKGROUND CHECKS

CPR and First Aid training will be available for camp staff. Staff who have previously been trained in CPR and First Aid are required to submit a copy of their certification to the director. Background checks will be conducted on all camp staffers and volunteers 18 and over. Very limited exceptions apply.

PARENTS LATE PICKING-UP CHILD

Please make every effort to pick their child up on time. However, if parents are more than 5 minutes late, we will call the parent/guardian, adults designated for pick-up and the emergency contacts. If we are unable to reach an authorized person to pick-up a camper, the authorities will be notified. **If the adult designated for pick-up is 10 minutes late, even on the first occurrence, they will be asked and expected to pay a late fee of \$25. If the camper is enrolled in After Camp, a \$5 fee will be charged for every 5 minutes the parent is late. Any late fees must be paid before the camper(s) returns to camp.**

RELEASE OF CHILD TO INTOXICATED OR DRUGGED INDIVIDUAL

A parent or other authorized person may arrive at the camp site who appear to be intoxicated or under the influence of drugs. In order to protect the children from any potential danger and to protect the Camp from potential claims, it is the policy of the Camp to take all reasonable steps to avoid releasing a child to a person who appears to be drugged or in an intoxicated state. If a staff member believes a parent or authorized person is under the influence of drugs or alcohol, the staff member shall contact the Camp Director or Assistant Director immediately for assistance.

SNACKS AND LUNCHES

Last summer our campers had the option of receiving free breakfast and lunch. Only campers who are enrolled in before camp can sign-up to receive the free breakfast. We are in the process of securing free

Copyright © 2016 Kids and Culture, LLC. All rights reserved. No part of this publication may be reproduced without the written consent of Kids and Culture, LLC

meals for this summer. In the event that we are unable to provide free meals, campers should bring their own lunches. The free breakfast and lunch program is not a good option for children with food allergies and/or dietary restrictions. Additionally, ALL campers should bring water and a snack, even if they are enrolled in the free meal program. Campers enrolled in Before and After Camp should also bring an additional snack if desired. Bring food items that are non-perishable and do not require warming in an oven or microwave. Due to allergies, campers are not allowed to bring nuts.

HEALTHY FOOD

We encourage parents to pack healthy snacks and lunches. Minimizing or avoiding foods that contain harmful chemicals, preservatives, refined sugars, refined flours, and hydrogenated fats is highly suggested. Kids and Culture staffers have been instructed not to give children candy or gum at any time. For pre-planned special events, such as Festival Fridays, campers may have the option of eating a popsicle or other dessert that adheres to the standards set-forth above.

CAMPER DRESS CODE

The safety of our campers is our top priority. To increase the visibility and safety of our campers, we are requiring all campers to wear their camp t-shirts daily. Camp shirts from previous summers may also be worn. Additional t-shirts may be purchased for \$10.00, plus tax. Tennis shoes or closed-toe sports sandals are highly recommended since a great deal of time will be spent outside, if the weather permits. For safety reasons, flip-flop shoes may only be worn during Water Play Wednesdays. When Campers arrive at camp on a water play day, they must wear tennis shoes or closed-toe shoes. Camper will be permitted to put on flip-flops or other water shoes when it is time for water play. After water play, they must put on closed-toed shoes. We also encourage our campers to dress modestly, even during Water Play. Campers are encouraged to wear shorts (knee length or just above) and t-shirts or board shorts and rash guards. Please refer to the **Camp Checklist** for additional information or speak to the camp director.

BIRTHDAYS

Parents can inform the camp staff if their child has a birthday and acknowledgements will be made during the morning general assembly. Due to food allergies, parents are not permitted to bring food items to the camp for birthday celebrations.

CAMP DISCIPLINE PROCEDURES

It is important that our campers act in a respectful manner towards each other, themselves and camp staff. While we understand that some children have a natural tendency to test the limits of compliance in many situations, we believe that there are certain standards to which our campers must be held. We use a red, yellow, green, and blue light system, a positive discipline model. This system positively reinforces camp expectations and helps each camper to recognize when their behavior is improper. Disruptive or inappropriate behavior will be handled as follows:

1. All campers start every day on the green light. When uncooperative behavior occurs, a classroom teacher, counselor, assistant, or volunteer will intervene immediately and discuss possible solutions to the problem with the camper.
2. If the behavior occurs after one warning, the camper's name is moved to yellow and a 5-minute time out is given.
3. If the behavior occurs after a second warning, the camper's name is moved to red. At this time, a 10-minute time out is given.

4. If the behavior occurs after a third warning, the camper's name is moved to blue, will lose 10 minutes of special activity time, and a note will be sent home to the camper's parents.

If a child is removed for disciplinary reasons from camp they will not be permitted to enroll in camp for the remainder of the summer involved. A parent conference will be required to determine whether or not to enroll the child if application is made for summer camp participation the following year. Campers who have been dismissed from camp the previous year must obtain the permission of the camp director/administrator before being allowed to enroll for the following year.

Adapted from East Carolina University Youth Summer Camp and Rockview Elementary School, Kensington, Maryland

GENERAL SAFETY

1. Be present and attentive at all times to monitor the safety of each camper.
2. Be immediately available in an emergency situation (e.g. child choking; infant stops breathing while asleep; a fire breaks out in the building).
3. Count children often on a scheduled basis, including whenever leaving one area and arriving at another.
4. Be aware of potential safety hazards.
5. Stand in a strategic position so that staff can see all campers that are in their care.
6. Focus on the positive rather than the negative to teach a child what is safe.
7. Supervise to prevent injury and harm.
8. Ensure that all children can be seen and heard while they are sleeping.
9. Establish and communicate clear and simple safety rules.

CLASSROOM SAFETY

1. Check and childproof your classroom daily before children enter.
2. Wipe down surfaces that are dirty and notify the camp director if the janitorial staff should be notified.
3. Clean and sanitize surfaces as needed throughout the day.
4. Observe equipment while children are playing to ensure that it is safe.
5. Ensure that toys and play equipment do not have sharp edges, points, small parts, pinch points, chipped paint, splinters, or loose nuts or bolts.
6. Ensure that all painted toys are free of lead.
7. Wash and sanitize toys that are mouthed.
8. Children are not permitted to play with any type of plastic bags, latex balloons or latex or vinyl gloves.
9. Ensure that all toys are too large to fit completely into a child's mouth and have no small, detachable parts to cause choking.
10. Ensure that children under 6 years of age do not have access to coins, safety pins, marbles, beads or other similar objects.

11. Ensure that shooting or projectile toys are not present.
12. Ensure that commercial art materials are stored in their original containers out of the children's reach (if possible).
13. Ensure that all rugs, curtains, pillows, blankets, and cloth toys are flame-resistant.
14. Ensure that protrusions such as nails or bolts are not present.
15. Ensure that five-gallon buckets are not accessible to infants and toddlers.
16. Ensure that all cleaning supplies are stored out of younger children's reach.

COUNTING CHILDREN

1. Count children on a regular basis. It is each staff members' responsibility to know how many children are in their care at any given time. Directors will randomly ask camper staffers to provide the number of children in their care.
2. Count every time you are leaving an area, and recount upon entering a new area.
3. Switch counting responsibilities among staff.

OUTDOOR PLAY

Staff must walk around the play area, staying with the children and watching them closely (not clustering together for chatting or using electronic devices). Playground or other outdoor play is not a break time for staffers.

WATER SAFETY

Small children can drown within 30 seconds, in as little as 2 inches of liquid. Therefore, be very vigilant whenever children are around or participating in any activity that involves water.

MORE-THAN-ONE-RULE

Children should be protected against sexual abuse by limiting situations in which a caregiver, other adult, or another child is left alone with a child without an additional adult present.

FIELD TRIPS ON AND OFF CAMPUS

1. Camp staff shall take cellular phones on field trips (off and on campus) for use in emergency situations and to field calls from the camp office. Cell phone and other mobile devices may also be used to take pictures and notes related to camp activity, subject to the aforementioned Cell Phone Policy.
2. Count campers before leaving campus, upon arrival, during the program, and before returning to campus, and again once you return to campus.
3. Camp staff shall wear the bright orange safety vests when taking campers across streets.

4. Campers are required to wear their camp t-shirts during field trips and when crossing streets. If a camper is without a camp shirt, he should be sent to the camp office to obtain a loaner before he is permitted to go on a field trip or cross any streets.

PROHIBITED CAREGIVER BEHAVIOR

1. Corporal punishment, including beating, hitting, spanking, shaking, pinching, excessive exercise, exposure to extreme temperatures, and other measures producing physical pain;
2. Withdrawal or the threat of withdrawal of food, or forcing of food, rest, or bathroom opportunities;
3. Abusive or profane language or verbal abuse, threats, or derogatory remarks about the child or child's family;
4. Any form of public or private humiliation, including threats of physical punishment;
5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child;
6. Binding or trying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle.

HAND WASHING

All staff, volunteers, and children should wash hands:

1. Upon arrival for the day or when moving from one child care group to another;
2. Before and after eating, handling food, or feeding a child;
3. Playing in water that is used by more than one person;
4. Diapering;
5. Using the toilet or helping a child use a toilet;
6. Handling bodily fluid (mucus, blood, vomit), from sneezing, wiping and blowing noses, from mouths, or from sores;
7. Handling pets and other animals;
8. Playing in sandboxes;
9. Cleaning or handling the garbage.

CAREGIVER STRESS

Caregivers will have 15 minutes of paid break time every four hours, in addition to a lunch break of (of 30 minutes unpaid). If a caregiver recognizes that he/she (or a colleague) is stressed and needs help, the camp director should be notified to help facilitate a break.

PROCEDURES FOR SUSPECTED CHILD ABUSE

By law camp staff are required to report evidence or suspicion of child abuse or neglect. "Abuse" means the physical injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is insignificantly harmed or at risk of being significantly harmed. If

you suspect child abuse or neglect, it must be reported to the camp director immediately to ensure the proper authorities are notified.

QUIET TIME

Quiet time is a part of each daily routine for all children, including school age children. Children ages 3-5 may take naps. However, this is not a time that children must sleep. Individual mats or cots are available for younger children to sleep on and parents should provide sheets, blankets and/or pillows. Children who are not in need of sleep at this time will have appropriate “quiet” activities to choose from to facilitate a rest period.

TOYS/MATERIALS FROM HOME

Some children may need to bring a “comfort toy” from home to aid in a successful transition into the new camp environment. Comfort toys are permitted. However, Kids and Culture Camp, nor its staffers are responsible for, lost, stolen or broken items. Children will also be encouraged that if they do not need their comfort toy they should place it in their backpack, especially if they do not want anyone else to touch or play with it. Please review the policy regarding cell phones and other electronic devices.

CAMPER CELL PHONE & OTHER ELECTRONICS

Many families rely on cell phone use to relay information to their children about changes in schedules or who is authorized to pick-up campers. Cell phones may be brought to the camp site, but it is essential that any information of this nature be communicated directly to the staff rather than through the child. In an effort to ensure that children are using their cell phones properly, campers who bring cell phones must abide by the following:

1. Cell phone must remain on silent or in the off position. Use is limited to incoming calls from their primary caregivers.
2. Children will not be permitted to make any outgoing calls on their cell phones (unless supervised by a camp staffer) to call a family member.
3. During the time children are at camp they will be encouraged to keep their cell phones on their person, on silent or vibrate mode and they should be placed in their backpacks.
4. Kids and Culture Camp will not be held accountable for lost, stolen, or broken cell phones. The family must assume all risks of the cell phone being on the camp site.
5. Campers must obtain permission to use any electronic devices from their teachers while camp is in session. Electronic devices may not be used to take pictures, or transmit text messages which, includes but is not limited to, messages or images that are inappropriate, sexual in nature, deemed offensive, a safety risk, or a violation of any Kids and Culture Camp rules. Sending any messages during camp is prohibited, unless permission is obtained from the teacher and such communication must be limited to the camper’s caregiver or parent.
6. As with any other personal item brought from home, if the rules and policies are not being adhered to, the cell phone will be confiscated by the staff and properly stored until it can be turned over to the family member at the end of the day.

DANGEROUS ITEMS POLICY

All efforts will be made to make our camp site a safe place. In order to protect the children from any potential danger, we ask all families to monitor items your child brings to the camp site. Any dangerous item, including a toy depicting violence, (i.e. toy guns, knives or swords, action figures, etc.) will not be permitted to be brought to the camp site from home.

If such items are found on the Camp site:

1. Camp staff should remove the dangerous items from the child and report the incident to the Camp Director.
2. The parents of the child will be called and arrangements made for an immediate pick-up, depending on the severity, and the Camp Director will discuss the matter with the parents.
3. Parents of children that were affected by the incident shall be notified and briefed on the actions being taken by the family, staffers and the Camp Director to prevent such an incident from reoccurring.

PROCEDURES FOR HANDLING SUICIDAL BEHAVIOR

If a child is a threat to himself or others, call 911 and notify the Camp Director immediately. The staffer who observed said behavior should record their observations in writing and be prepared to share this information with the appropriate authorities. The Camp Director will inform the family that they will need to bring back verification that the child has been seen by a professional and is safe to return to the program.

Adapted from the MCPS Suicide Risk Reporting Form.

ACCIDENT OR EMERGENCY

Kids and Culture carries a limited accident insurance policy for our campers. However, it is recommended that all campers have medical coverage prior to attending camp. In case of an emergency or accident involving your child, you will be contacted following notification of the appropriate emergency authorities. Our camp personnel make provisions so that all campers will be as safe as possible. Additionally, we will have one to two nurses who will volunteer their time a couple days a week. Several camp staffers are trained in CPR and First Aid, and will provide initial emergency care when needed. In the rare case of an emergency, Children's National Medical Center and Providence Hospital are located less than three miles away from the camp.

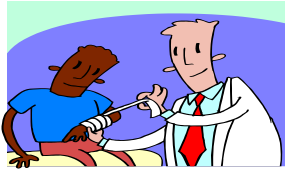
MEDICATION

Kids and Culture Camp personnel are not authorized to give any camper over-the-counter or prescription medication. Please refrain from bringing non-essential over-the-counter medication, vitamins and/or supplements to camp. With the exception of Epipens and/or inhalers, all medication and/or vitamins should be administered before camp. Campers requiring an inhaler and/or Epipen must state that information on their CAMP REGISTRATION FORM in the MEDICAL INFORMATION section. If medication **MUST** be taken during camp hours, please contact the Director at (202) 643.8787 to discuss your particular circumstance.

SICKNESS/EXCLUSION SYMPTOMS

Please do not bring a child to the camp site with symptoms of an illness. When parents are notified that their child has become ill during the camp, they are expected to pick up their child within one hour. If a child has a temperature of 100 degrees or greater, the parent will be called to pick up him/her. If a child is sent home from camp due to an illness, s/he should remain at home for at least 24 hours, or submit a written statement from the health care provider, approving the earlier return to the Camp. Notify the Camp office within 24 hours if your child has developed a known communicable disease. Please use your discretion when deciding to return your child to camp. If an emergency arises during camp hours please call the camp directors at 202-643-8787. For more information please refer to the **Camp Parent Handbook**.

ACCIDENT, ILLNESS OR DISCIPLINE REPORT



Child's Name _____ Date: _____ Time: _____

Details of incident:

1. Location accident/incident: _____

2. How it occurred: _____

3. Action Taken: _____

Details of on-set illness while in care:

4. Type of Illness: _____

5. Does illness require exclusion from care? YES or NO

6. Temperature of child and medication given: _____

7. If communicable, have other parents been notified? YES or NO

8. Health Department notified? (if applicable) YES or NO

Was parent/guardian notified? YES or No Time called: _____ A.M. P.M. Comments: _____

I verify that this is a true and accurate account of the injury/incident/illness that occurred concerning this child.

Print Name Camp Staff Signature Camp Staff Date

I verify that the provider appropriately relayed the information regarding my child. I have received a copy of this report.

Signature of Parent/Guardian Date

Bibliography

Family Handbook, 2009, Montgomery Child Care Association.

Caring for Our Children, 2nd, Ed. 2002.

STAFF EXPECTATIONS & CODE OF CONDUCT

All camp staff, volunteers, special guests, instructors and participants are asked to sign this Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct, infraction of the established rules and regulations may result in expulsion, at the participant's expense, from the camp. Ultimately each staff members is responsible for his or her own behavior, and only when necessary the camp director will determine whether the terms of this agreement have been violated and will send a staff member home or revoke their camp privileges.

All Camp Coordinators, teaching assistants, volunteers and special guests/instructors agree to the following:

1. I will use appropriate and courteous behavior. I will not swear or use obscene gestures. I will treat all campers, guests, volunteers, and visitors with respect and common courtesy.
2. I will arrive on time each day to the camp site.
3. If I am a paid employee, I will receive pay for actual time worked.
4. I will set a good example by dressing in an appropriate and respectful manner and adhering to the camp dress code.
5. I understand that the purchase, possession, and/or consumption of alcoholic beverages or illegal drugs is prohibited. Violations including the use of tobacco, alcohol, and drugs, and, stealing, dishonesty, swearing, fighting, and cursing will result in dismissal from the camp and loss of camp privileges for my children (where applicable).
6. I am prohibited from having firearms, ammunition, and weapons in my possession (including knives and weapons of any sort).
7. I will be responsible for keeping my classroom space clean and neat.
8. I will show respect for the property and facilities used during camp session.
9. I will label all of my personal items and I will not bring personal items of value to the camp site.
10. I will comply with the Staff Cell Phone and Other Electronics Policy at all times. I will keep my cell phone on silent and/or vibrate and only use if it relates to camp business and/or the welfare of my family. If I need to use my cell phone for matters other than those stated above, I will do so during my breaks and outside of the classroom so that I will not disrupt the camp activities.
11. I will work as a "team player" and will work cooperatively with all staff members, volunteers and guests.
12. I will adhere to the safety rules and instructions provided by the camp director, camp coordinators and other personnel.
13. I will provide a safe environment. I will not harm youth or adults in any way, whether through harassment, physical force, verbal or mental abuse, neglect or other harmful experiences.

I certify I have read the **Kids and Culture Camp Statement of Understanding and Code of Conduct** and I agree to abide by the conditions therein:

Print Name _____ Signature _____ Date _____

STAFF CELL PHONE & OTHER ELECTRONICS POLICY

In order to maintain the safety of all campers, as a Kids and Culture Camp staff member, employee or volunteer, I agree to adhere to the following policy:

1. Personal cell phones will be kept on silent, mute, vibrate, or low sound/ring during camp and will only be used if it relates to camp business and/or the welfare of my family. If I need to use my cell phone for matters other than those stated above, I will do so during my breaks and outside of the classroom so that I will not disrupt the camp activities.
2. Personal cell phone calls and use of other personal electronics are only permissible during break or lunch times only.
3. Use common sense when making or receiving personal cell phone calls at work. For example, staffers should speak quietly and reserve personal or intimate details for non-work hours.
4. Personal cell phone use, even when permitted, must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).
5. The use of cameras on any electronic devices during work time is limited to the use of taking camper related pictures that may be sent to the Camp Director for distribution to parents and used for promotional purposes.
6. Cell phone and electronic devices may not be used to take pictures, or transmit text messages which include but is not limited to, messages or images that are inappropriate, sexual in nature, deemed offensive, a safety risk, or a violation of any Kids and Culture Camp rules.
7. If use of personal cell phones or other personal electronic devices cause disruptions, loss of productivity, or distracts from carefully watching and caring for campers, I may become subject to disciplinary action. Violations of this policy may result in termination of employment or volunteer service. Kids and Culture Directors reserve the right to request that I provide cell phone bills and usage reports for calls made during working hours to determine if use is excessive.

I certify I have read the **Kids and Culture Camp Cell Phone and Other Electronics Policy** and I agree to abide by the conditions therein:

Print Name _____ Signature _____ Date _____