

RIVERVIEW CHILDREN'S CENTER

SUMMER CAMP-GENERAL INFORMATION & POLICIES

Riverview Children's Center Summer Camp celebrates its 47th season! The camp began in 1966 as the "Oak-a-Club" located on the former site of the Elizabeth Bradley Home in Oakmont. It moved to its present site in Verona in 1980. Camp facilities include an indoor space specifically designed for school-age children, an outdoor pool, picnic shelter, a spacious playground and wooded riverfront property.

Summer Camp is a program that is both recreational and enriching. Each week's activities are organized around a theme. Activities include swimming, nature activities, group games, sports, science, field trips, clubs and much, much more!

GOALS: The goal of the program is to help children deal effectively with their present environment and prepare them for the responsibilities that lie ahead of them in school and in later life. Although activities vary according to the developmental level of the group, the time of year and the interests of the children, our program objectives for the children are the same:

- To encourage confidence, compassion, competence, curiosity, and self-discipline.
- To enhance cognitive processes with special attention to conceptual and communication skills.
- To establish patterns and expectations of success that will provide an impetus for future learning.
- To foster an understanding of the dignity and worth of one's self, one's family and others.
- To increase awareness of the interrelations of physical and mental health, nutrition, environment and other factors that affect personal and social competence.



DROP OFF & PICK UP: Adults must accompany all children to their classrooms and make contact with staff. Parents must also check their children in and out at the computer terminal in the lobby. Office and camp staff will gladly help if needed.

PIN NUMBER: For your convenience, each family is given a number to enter the building.

Your Pin Number is _____.



ALL children must be picked up in their classrooms or on the playground. Children are not permitted to wait in the lobby to be picked up. This ensures that children are released only to authorized people and permits the exchange of information between parents and staff.

Staff must be notified if someone not listed on the emergency consent or agreement form will be picking up your child,

preferably in writing. The staff is only permitted to release children to someone listed on these forms unless otherwise notified by parents. New people arriving to pick up a child will be requested to show identification. These procedures are for your child's protection.

Parents are encouraged to stay with their children in the morning until they are settled in and comfortable in their groups. Parents are welcome to visit and participate at any time.

TUITION: Payment is due by the 10th of each month. We have an agreement with CCIS to accept children receiving state subsidies. In addition, RCC offers a sibling discount off of each child from the same family attending on the same days. Questions regarding tuition payments should be directed to Kathy Marusko, RCC's Office Manager. A late payment fee of \$25 is assessed after the 10th of the month. Parents are responsible for timely payment for all scheduled days of enrollment regardless of attendance.



LATE PICK-UP FEE

The Center closes promptly at 6:00 pm. Children on the premises after 6 pm will be considered late and issued a late slip. Any late charges will be included with the following month's tuition. The late pick up charge is **\$1.00 PER MINUTE AFTER 6 PM.**

We understand that delays are sometimes unavoidable; however, RCC is required to pay overtime to 2 staff even when only one child is picked up late. If you cannot make it to the center before 6:00 PM, we suggest that you have back-up arrangements with someone else.

CLOTHING - Please supply your child with a bag, such as a gym bag or backpack, (no plastic bags) for carrying personal belongings. It is recommended that children keep a complete change of clothing in their bags, along with a jacket or sweatshirt for cool days. Lockers will be assigned to the oldest children enrolled. Younger children will use cubbies. This is primarily an outdoor program, so please dress your child appropriately for the weather, active and messy play. A long sleeve shirt and long pants are a good idea when going into the woods. A swimsuit and towel are needed daily for swimming.

We recommend that children wear their "old" sneakers and "old" clothes to camp. **No clogs, sandals, or flip flops, (except for swim time.)** We suggest all clothing and toys be labeled with your child's name. A lost and found box will be maintained inside the building.

BRINGING ARTICLES TO CAMP - Any item brought from home must be appropriate for this setting and be wholesome in nature (this includes music). Toy guns and other "look alike" weapons are not permitted. Hand held video games, CD players, trading cards and the like are permitted. However, any item brought from home is the sole responsibility of the child. **Please give careful consideration to this decision before bringing prized possessions or expensive items to camp.** Children are permitted to enjoy their items from home during times of free choice. Please label all personal items. The staff is not responsible for the loss or

damage of these belongings. In addition, there will be no need for children to carry extra money, they will not be permitted to spend it.

LUNCH/SNACKS - Campers) will have Breakfast (at 8:45 am), Lunch and Snack (4pm) provided by Riverview School District. A non perishable lunch, marked with the child's name may be requested on field trip days.



SWIMMING - The Campers swim every afternoon. CHILDREN COMPLETING KINDERGARTEN SHOULD WEAR THEIR SWIMSUITS TO CAMP (IF POSSIBLE). CHILDREN SHOULD BRING THEIR BATHING SUITS, TOWELS AND BAGS FOR WET ITEMS. (PLASTIC BAGS SHOULD BE KEPT INSIDE GYM BAGS/BACKPACKS, ETC.). **Swimming is a privilege.** Appropriate behavior and adherence to pool rules is required to maintain pool privileges.

HEALTH: - Despite everyone's best efforts to maintain a healthy environment and minimize the spread of contagious disease, children at times, become ill.

We are very aware of the burden placed on working parents when their child needs to be excluded from care and have kept this in mind while establishing our policy for Inclusion/Exclusion of ill children from the Center. This policy was developed using the information published in "Preparing for Illness, 4th Edition", Pennsylvania Chapter American Academy of Pediatrics and Healthy Child Care PA and The Early Childhood Education Linkage Systems (ECELS). Ultimately however, it is the Center's staff who determines if a child is too ill for care.

By planning ahead with parents for the inevitable, we hope to ease the burden that child illness has on everyone. This policy includes general guidelines for some of the most common childhood illnesses. RCC reserves the right to base decisions on exclusion on relevant information not included.

Staff and Parents should use the following criteria when deciding if a child should be excluded from care:

- The child does not feel well enough to participate comfortably in the usual activities of the program.
- The child has a fever and behavior change.
- The child is vomiting or has more than one episode of diarrhea.
- The Staff cannot care for the sick child without interfering with the care of other children.
- The child has any of the symptoms that indicate a contagious disease or an immediate need for medical evaluation.

The list of specific illness requiring exclusion from care is posted in the camp room for your reference. (See staff for the location).

Because illness is not the only cause of fever and fever is very common in young children and not necessarily harmful, fever alone is not automatically a reason for exclusion if a child is behaving typically. However, fever can be a symptom of a serious and or contagious illness. Therefore, parents will always be notified by the Center Staff if a child is noticed to have a fever, so that the parent can decide what to do. A child with a fever is defined as an axillary (armpit) temperature of 100 degrees or greater.

This information is not intended as medical advice. It is only to serve as simple guidelines to follow. Always contact your child's health care provider with medical questions or concerns.

Emergency files will be kept for each child. Parents will be notified by telephone of any symptoms of illness or injury. We request parents' cooperation in arranging for their child's prompt pick-up if he/she appears to the staff to be too ill to remain at the center. We will do everything possible to keep your child comfortable until his/her departure. Minor injuries (scrapes and bumps) will be reported via an "ouch" slip at the end of the day. Please inform the Center if your child is absent due to illness or a contagious condition. We will do our best to inform you of contagious conditions by posting a notice in the class where the illness has occurred.



available in the office.

SUNSCREEN - Children must bring sunscreen that is clearly marked with his/her name. Parents are required to sign a consent form. Sunscreen will be applied daily by camp staff after lunch, before swimming, but **we ask that you apply sunscreen before your child arrives in the morning.**

EMERGENCY MEDICAL CARE PROCEDURE:

If a child is seriously injured or has a medical emergency, the staff member in charge will:

- Contact the parents by phone. If unable to be reached each attempt will be documented. If unable to reach a parent, the staff member in charge will telephone an emergency contact.

MEDICATION - Staff must have written permission and instructions from parents before we can administer any non-prescription (over-the-counter) medication; i.e., Tylenol, **sunscreen**, lip balm, etc.

As well, written instructions from a physician and written permission from parents are required to administer prescription medication. The prescription label qualifies as physicians written instructions. All medications need to be in their original containers with a safety lid and the child's name clearly marked. Forms for dispensing medication are

- If emergency treatment is needed, the staff member will call an ambulance and accompany the child to the hospital. Parents will be directed to meet the ambulance at the hospital.

SUSPECTED CHILD ABUSE - Staff who either suspect or are informed by a child or other person that child abuse may have occurred are required by State law to inform the proper authorities of such suspicions.

PARENT INVOLVEMENT - Parent-staff communication is a vital part of any program. Each child will have an indoor locker or cubby marked with his name. Please check it daily for notes, newsletters, etc.

Please get to know the staff. They would love to have your input and feedback and will be happy to answer any questions you may have and to share information about your child's camp experiences.

If you have some time or a special talent to share, please let the staff know. Parent participation and visits are always welcome.

FIELD TRIPS – Field trip admission will be funded in part by a special grant. The activities fee will help defray the cost of transportation. You will not be charged any out of pocket expenses for field trips. A non-perishable lunch may be requested. **Field Trips are a privilege.**

SAFETY: “PLEASE HELP US KEEP RIVERVIEW CHILDREN’S CENTER SAFE FOR EVERYONE”



Simple Steps We Request You Take

- ❖ Enter the drop off circle to the right. Traffic is accommodated counterclockwise. Children should exit on the sidewalk side of the vehicle.
- ❖ Always turn your ignition off when leaving your vehicle and do not leave other children unattended in your vehicle.
- ❖ Always escort your children to their class and be sure the teacher is aware of your child’s arrival (and departure at the end of the day).
- ❖ Slow down. Please, drive slowly and cautiously as you make the turn into and out of the driveway and around the circle.
- ❖ Please park only at curbed areas around the circle (avoid the area near the pine trees), in the spaces at the beginning of the circle or in the staff/visitors lot if the circle is full. Please avoid parking in the neighboring A. A. Demor Tower lot.
- ❖ The Center is very close to a railroad crossing. Please remain aware of the possibility of trains. Cross the tracks only after looking in both directions.

Thank you for your cooperation and your concern for all of our children.

CHILD BEHAVIOR/DISCIPLINE:

The goal of RCC’s discipline policy is to help children build self-control and develop into confident, competent and considerate adults.

RCC staff:

- Notice, model, acknowledge and encourage appropriate behavior with children. We recognize this as the single most effective method of discipline.
- Set simple, clear, consistent limits that help children control their own behavior.
- Encourage and support positive problem solving techniques while respecting children's emotional needs and feelings.
- Offer alternative positive choices.
- Set good examples for children to imitate.
- Use time-out as a learning experience vs. punishment (for a time to recover.)
- Often ignore annoying behavior used to seek attention. They then attempt to find out the reasons for the negative attention seeking and assist the child in dealing with their feelings in a better way.
- Help children to see the logical and natural consequences of their behavior and encourage them to consider how their actions and words affect others.



Some conflict is unavoidable and appropriately resolving conflict is a learning opportunity. Children are encouraged and supported in the efforts to be polite, kind and respectful. If through the diligent efforts of the staff, using the above techniques, serious inappropriate behavior continues:

- A child may lose certain privileges as a logical consequence.
- Parents will be expected to meet with and work with the staff on a consistent home/center plan.
- In very extreme circumstances, when the director and staff deem behaviors un-resolvable to the extent of being detrimental to the program participants and/or chronically disruptive to the function of the program, parents will be asked to withdraw their child from the center.

All employees, volunteers, parents and visitors of the center are expected to refrain from using physical punishment, ridicule, threat of harm, harsh, demeaning or abusive language with or in the presence of the children at RCC.

No real, toy or "look alike" weapons permitted on RCC property.

This policy was developed in part through the information found in *Helping Children Learn Self-Control, A Guide to Discipline*. c 1986 NAEYC.

TERMINATION OF ENROLLMENT:

In addition to chronic and un-resolvable detrimental/disruptive behaviors mentioned above, enrollment will be terminated if:

- The child is regularly picked up after the 6:00 pm closing of the Center.
- Tuition has not been paid by the due date.



NON DISCRIMINATION:

Admissions, the provision of services, and referrals of children shall be made without regard to race, color, religious creed, disability, ancestry, national origin, sex, or limited English proficiency.

Program services shall be made accessible to eligible individuals with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parents who believe they have been discriminated against may file a complaint of discrimination with:

Riverview Children's Center
655 Sylvan Way
Verona, PA 15147

Pennsylvania Human Relations Commission
101 South Second Street
Suite 300, PO Box 3145
Harrisburg, PA 17105

Bureau of Civil Rights Compliance
Department of Public Welfare
Room 512 Health & Welfare Building
P.O Box 2675
Harrisburg, PA 17105

Bureau of Civil Rights compliance
Dept. of Public Welfare-Western Field Office
702 State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222

Office of Civil Rights
U.S. Department of Health and Human Services
Region III, PO Box 13716
Philadelphia, PA 19101

The Center reserves the right to determine the suitability of the Program for any enrolled child, and to modify or terminate enrollment based on that determination.