

**SCHOOL-YEAR ADVENTURE CAMP
PARENT HANDBOOK
FOR
FLINT HILLS DISCOVERY CENTER
2021-2022**



Parents failing to follow the rules and regulations outlined in this handbook may result in a child's removal from camp

HEALTH

COVID-19 CONSIDERATIONS

Due to concerns with the ongoing COVID-19 Pandemic, Flint Hills Discovery Center staff will be closely following guidance from the Centers for Disease Control (CDC), Riley County Health Department (RCHD), and Kansas Department of Health and Environment (KDHE)

All camp activities will encourage physical distancing as much as possible. Shared supplies and equipment will be disinfected throughout the day. Campers will be asked to practice social distancing as much as possible. Any dangerous behavior (e.g. spitting) will not be tolerated and will be considered for removal from camp. Refunds will not be issued.

Staff will reinforce frequent and proper handwashing upon check-in, during mealtime, and anytime someone sneezes or coughs. Careful cleaning and sanitizing procedures will be followed before and after food consumption.

ILLNESS

If your child will be absent, please notify the Flint Hills Discovery Center by calling 785-587-2726 so that plans can be made accordingly.

If a child becomes ill while in camp, the parents or guardians will be notified for the child to be picked up. In the event that parents or guardians cannot be reached, we will contact emergency contacts listed in your child's file. All sick children must be picked up within an hour of being contacted. A child who cannot comfortably participate in camp activities, and could possibly compromise the health and safety of the other children, should be kept home. Any child exhibiting two or more COVID-19 symptoms will be removed from camp and isolated until pick-up.

Signs or symptoms which require exclusion (as recommended by the Kansas Department of Health and Environment):

- Oral temperature of 100.4 degrees or greater in the past 24 hours (cannot have taken fever reducer within 4 hours) Child must be symptom free without the aide of medication, which includes fever-reducing medication for 24 hours, before returning to camp.
- Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or any unusual signs).
- Uncontrolled diarrhea.
- Vomiting (two or more episodes in the previous 24 hours).
- Mouth sores
- Rash with fever or behavior change
- Pink or red eyes with white or yellow discharge
- Untreated scabies, head lice, or other infestation
- Known contagious diseases while still in the communicable stage.

CLEANING & SANITIZING

Flint Hills Discovery Center staff will follow strict protocols and guidelines to maintain clean camp spaces. During the camp week, staff will:

- Clean, sanitize, and disinfect frequently touched surfaces throughout the day
- Clean and sanitize camp restrooms at the end of each day
- Thoroughly clean the camp spaces at the end of the day
- Maintain a cleaning log to track and ensure procedures are followed throughout the day
- Remain with their assigned age group and avoid intermingling of camp groups

DROP-OFF AND PICK-UP PROCEDURES

Parents may drop-off campers beginning at 7:30am. Themed camp start around 9:00am and conclude by 4:30pm. Campers must be picked up no later than 5:30pm. **You must be prepared to present a photo ID.** To ensure your child's safety, please designate on the appropriate form **all people** who have permission to pick up your child from Adventure Camp.

If you need to drop off your child late or pick them up early and the building is still closed, please call the number listed on the sign at the front entrance. A staff member will escort your child down to you.

You will be called if you drop your child off without having turned in all required paperwork fully completed. You will have to either pick your child up or complete the necessary tasks. **Failing to do so WILL result in removal from program WITHOUT refund!** This paperwork is essential to maintain a safe and healthy camp environment for your child and others.

LATE PICK-UP

Pick-ups after 5:30pm are considered late. A fee of \$10 will be charged for every 5 minutes you are late; pick-up after 5:30pm may be grounds for suspension from future camp sessions without a refund.

WEATHER POLICIES

Kansas has unpredictable and extreme weather which can impact Adventure Camp programming. The Education Staff will do everything to ensure the safety of every camp participant and will monitor the weather throughout the day. The Flint Hills Discovery Center has existing protocols for severe weather which will be followed in all cases.

SEVERE THUNDERSTORM WATCHES AND WARNINGS

In the event of a Severe Thunderstorm Watch, the Education Staff will monitor the National Weather Service and local news for further updates. If it becomes a Severe Thunderstorm Warning, all outdoor activities will cease and camp participants will remain indoors until the severe weather has passed. Any visible lightning, regardless of warning level, will end all outdoor activities as well.

TORNADO WATCHES AND WARNINGS

In the event of a Tornado Watch, the Education Staff will monitor the National Weather Service and local news for further updates and limit outdoor activity as appropriate. If it becomes a Tornado Warning, the doors of the Flint Hills Discovery Center will be locked and all who are in the building will be directed to the shelter area. We strongly encourage all parents or guardians to also seek shelter in these situations and to NOT attempt to reach the Discovery Center.

OUTDOOR ACTIVITIES

The Adventure Camp will frequently conduct part of its day outdoors in the area surrounding the Discovery Center or at off-site locations during designated field trips (grades 4-6 camps only). All camp participants must come dressed appropriately for the forecasted weather. On field trip days, sandals are NOT permitted and camp participants must wear closed-toed shoes. During times of extreme heat or cold, we will limit the time and duration of outdoor activities to ensure the comfort and safety of all camp participants. We encourage all parents or guardians to send their youth to camp with sunscreen already applied and with a hat or sunglasses as they deem necessary.

CANCELLATIONS AND REFUND POLICY

- A full refund will be offered if the Flint Hills Discovery Center cancels camp. In the event we cancel camp, families may elect to have their registration transferred to a future camp if space is available in lieu of a refund.
- A full refund is given if cancelation is received at least one week (seven days) prior to camp start.
- A partial refund is given if cancelation is received at least 48 hours prior to camp start.
- No refund is given if the Flint Hills Discovery Center is notified outside the parameters identified above.
- All refunds may take up to two months to process.

WHAT TO BRING TO CAMP

Due to the ongoing concerns with the COVID-19 Pandemic, **we recommend that youth NOT bring any additional personal items outside of those needed for camp.** Youth should be expected to put away all items during activity times. The Adventure Camp provides your child with some basic supplies and snacks but your child may need to bring a few items.

What we provide:

- Morning and afternoon snack
- All craft and activity supplies
- Admission fees for any field trip excursions
- Cleaning supplies and hand sanitizer

What NOT to bring:

- Stuffed animals or other plush items
- Electronic gaming systems or phones used for gaming

Items to bring:

- Sunblock, hat, and sunglasses
- Good walking or running shoes
- Secure sandals are allowed but NO flip-flops
- Sack lunch

Electronic Devices

We ask that all gaming systems or phones, iPads, and tablet computers used for gaming be left at home. Experience has taught us that these attract a large crowd around a small screen which goes against our messaging on social distancing. All camp participants are expected to participate in ALL camp activities.

BEHAVIOR EXPECTATIONS

To ensure a fun and educational experience for all, the staff's main priority is the safety and wellbeing of all participants.

Please review and check off each expectation as you discuss it with your child each time before they attend camp. The Flint Hills Discovery Center Education Staff will work with camp participants to develop unique and fair guidelines at the beginning of each camp to help keep everyone safe. To keep parents/guardians informed, supervisors are asked to keep open communication as to how well each child does in helping maintain a safe environment.

Expectations of Camp Behavior:

- Respect all participants, staff, exhibits, and property
- Bullying behavior is not tolerated**
- Participate in all activities
- Work as a team when asked
- Play safely
- Follow all rules and staff instructions**
- Use appropriate language
- Practice self-control
- Remain in sight of Staff at all times

Consequences of Misbehavior:

The education staff at the Flint Hills Discovery Center works to create an inclusive and safe environment for learning. Classroom management is one of our top priorities so that all feel welcome at our camps. We understand that disciplinary actions are sometimes necessary. A time may arise that the following may take place:

- If unacceptable behavior continues beyond interventions, staff will contact the camp participant's parents.
- Continued misbehavior and misbehavior that endangers other camp participants, staff, volunteers or visitors could result in suspension from the program.
- **Refunds will NOT be given if Campers are sent home due to inappropriate behavior**

INJURIES & EMERGENCY CARE

A report will be filed when an accident or injury occurs during the program. This report will be made available to the parent or guardian at pick-up. The original form will remain in possession of the facility. If you would like a copy of the form to take home, please notify the education staff .

If the child is seriously injured while at camp, the parents will be notified immediately. If they can not be reached and the child needs emergency medical care, an ambulance will be called and the child will be taken to the hospital emergency room. The emergency medical care form will accompany the child. The adult who accompanies the child to the emergency room will stay with the child until a parent or guardian comes to assume responsibility. Please keep your child's enrollment information up-to-date on phone numbers, emergency numbers, and other pertinent information so that you can be reached if necessary.

CONFIDENTIALITY STATEMENT

All child records, forms and information, will be confidential and are available to parents and guardians upon request. This information is used only by the appropriate Flint Hills Discovery Center Staff in compliance with local and state regulations.



FLINT HILLS DISCOVERY CENTER
315 SOUTH 3RD STREET
MANHATTAN, KANSAS 66502

PHONE: (785) 587-2726
E-MAIL: FHDCEDUCATION@CITYOFMHK.COM

Updated 9.16.2021