

NCKAC Summer Camp

Parent Information Packet

Camp Administrative Coordinator: Beka Stone

Onsite Lead: Kayla Olson

*Camp Phone: 320-241-1638

*use this phone for texting arrival/dismissal and same day absences

**Office Phone: 320-251-3416

Email: office@northcrestkids.com **general questions & requesting date changes to summer schedule

Address: 1009 Industrial Dr. S. Sauk Rapids, MN 56379

Welcome Parents

Welcome to North Crest Kids Activity Center's Summer Day Camp! We look forward to seeing everyone on Monday, June 5th! Thank you for trusting us with your children this upcoming summer.

There will be no camp the week of July 3 to July 7. Our last day of camp will be August 25.

Camp North Crest Mission

North Crest Kids Activity Center has been providing St. Cloud, Sauk Rapids, Sartell, Foley and the surrounding communities with quality gymnastics, dance and day camp programming for over 25 years! We pride ourselves on providing your children with a fun, safe, and encouraging environment where they can grow into amazing people! Our summer camp program specifically, is designed to help your child grow personally and socially in many areas of their lives. At North Crest, we believe that kids can do amazing things and it is our desire to help kids believe in themselves.

Registration/ Payment Information

Registration- takes place **online** and all current waivers are a part of that process. Please register quickly as limited spots are available.

Payments- will be charged through our online billing system each Monday *for the previous week*. You may go into your parent portal and make a payment at any time. Cash or check can also be submitted prior to Friday of the week you are attending.

Tuition- prices include tax and field trips

- \$40/day

- 5% discount for each additional child

Refunds- will not be given, however, if you have paid ahead for a day you have not attended, that credit will be applied to a future date or class.

Camp Hours

Camp hours run from 7:00 a.m. to 5:30 p.m. Monday through Friday.

Drop Off Procedures

Drop off is allowed between 7am and 9am. Outside of this time frame **MUST BE** communicated to our office staff.

Parents, please **DO NOT** bring your child to camp with a new cough, congestion, headache, chills, or runny nose symptoms. Children should not attend camp within 24 hours of running a temperature over 99.6 degrees. Temperatures that are above 100 will not be allowed to stay in the facility for the safety and health of others.

Pick Up Policy

When you are ready to pick up your child, please call or TEXT the camp phone (**320-241-1638**). Be sure to give our staff a minimum of 15 minutes so they can make their way back to the classroom, gather all of your child's belongings and have them set to go. Campers must be signed out by an authorized person at the end of the camp day. If a camper is being picked up by a non-parent, please inform our staff beforehand and ask the adult to have a picture ID with them. Children **must** be picked up before 5:30PM!

Walk/Bike Ride Home Policy

Campers will not be allowed to leave alone or sign themselves out of camp regardless of written permission. **NO EXCEPTIONS.**

Late Pick Up Policy

We close promptly at 5:30 p.m. Please plan to be on time. When you are late it creates anxiousness for the children and it is disrespectful of our staff. Late fees of \$10 will be assessed using 15 minute increments.

Absences

To ensure the safest possible environment, please report any "day of" absences by TEXTING or calling the camp phone. You may change your child's current enrollment by emailing the North Crest office at office@northcrestkids.com. Any attendance changes made within 48 hours may result in a charge of \$20.00.

Termination Policy

North Crest Kids Activity Center reserves the right to terminate your child's camp enrollment if the staff deems it is in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary, parents will be informed of reasons for termination of services.

Staff Qualifications/Training

North Crest has hired its best staff to ensure the safety of the campers. All staff have gone through additional training on the importance of your child's safety in our facility. Things such as our drop off and pick up process, restroom procedures, how and when to do head counts throughout the day, medicine dispensing policies, how, when and where to isolate a student if necessary, as well as tips on controlling behaviors, implementing our curriculum and more have all been included in our training sessions.

Staff to Camper Ratio

Based on recommendations from the Minnesota Department of Human Services, our ratio is 1:15 for school age campers (1 staff to 15 campers). Certain situations, such as field trips, require more staff in order to prioritize safety.

Special Needs

North Crest Kids Activity Center is committed to caring for all children. We will do everything we can to help all children succeed. We have had great success using the ARISE program to assist us and we highly recommend you look into this option if you are concerned about your child's behaviors due to special needs prior to attending camp.

Bathroom Procedures

Campers will be required to have a bathroom pass with them while they use the bathrooms. Surfaces will be disinfected multiple times throughout the day.

Essential Forms

Each camper is required to have a completed:

- Camp Registration Form (completed online)
- Liability waiver (completed with registration)
- Emergency Contact Form (included)
- Field Trip Permission Form (included)
- Becker Community Center Waiver (included)

Medical Information

If your camper has any medical needs, please feel free and comfortable approaching staff with this information. Because our staff changes throughout the day and week, it is important you let us know of any important needs.

Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. If an injury occurs that requires anything beyond a bandaid, a camp staff member is required to fill out an injury report and alert a parent at the soonest appropriate time. This may be an immediate phone call or may be at pick up. If the injury is minor, the staff will periodically check up on the camper. If there is ever an emergency requiring outside medical attention, a NorthCrest staff member is required to call 911 and the permission slip signed with your registration form includes permission for staff to act on your behalf.

***Please notify us right away when there is a new work or home number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you immediately. Please keep these accurate at all times.**

Weather/Heat Policy

Spending time outdoors is an important part of play in our program. We ask that you dress your camper appropriately for weather conditions. Dressing in layers is highly recommended.

When temperatures reach 100F or extreme humidity levels, staff will scale down outdoor activities and campers will not be allowed outside for more than 20 minutes at a time.

Health and Illness

- If your camper arrives to camp ill, they will not be allowed to attend to ensure the health and safety of others. If your camper gets ill in the middle of the camp day, the parent or authorized individual will be notified immediately to pick up within one hour of being contacted.
- Sick children will be isolated and monitored, with necessary supervision until they can be picked up.
- If you decide to keep your child home due to illness, please text the Camp North Crest phone to make us aware.
- We ask that you follow the 24 hour rule before bringing your child back to camp. If your child has a fever, cough, sore throat or is vomiting/diarrhea, please keep them home until they have been fever free AND symptom free for 24 hours.
- If your child receives a diagnosis regarding any illness, we ask to be informed so that we can remain vigilant in mitigating risks for other North Crest attendees and staff. Privacy will be maintained and is assured.

Medication Policy

Our medication policy is established to accommodate the administration of medication(s) prescribed by physicians only. Medications will not be dispensed without the original prescription on the original container. "Over the counter" medication will not be dispensed without prescription. Parents/Guardians will be called to come pick up students that display symptoms that are not relieved by a 15 minute quiet rest time.

If your child requires medication:

- Keep all medication in the original container with the prescription label/direction label attached.
- Medications must be labeled with the child's name, the name of the medication, the dosage amount, and the time or times to be dispensed.
- Medications MUST be given directly to a camp counselor upon arrival. They can not be in the possession of a camper.
- Parents must provide any cautionary information specific to the medication.
- Medications will be stored in a secure area that is not accessible to campers. (Medications such as epi-pens and inhalers that campers need to be readily accessible will be kept in an area accessible to staff and within immediate access. On field trips, staff will hold on to these items.)

Sunscreen/ Bug Spray

We do not require campers to have sunscreen and bug spray when we play outside. However, we do highly recommend sunscreen. There are some days that our campers will spend a lot of time outside and we like them to be prepared. Bug spray is completely optional and will only be recommended for outdoor field trips that may be taken throughout the summer. Campers ages 10+ will be asked to put sunscreen on themselves. Our younger groups will have assistance by the camp staff. PLEASE SEND SPRAY SUNSCREEN ONLY! Lotion options present difficulties on many levels for camp staff to apply and violate our SAFE SPORT recommendations. Our staff reserves the right to apply sunscreen and bug spray for the comfort of your child. If you have any direct objection to this please be sure to inform our Camp Director. If your child has any allergies to common sunscreens or bug sprays, please inform our Camp Director.

Preparing for Camp: Frequently Asked Questions

As you prepare for the summer, there are always lots of questions. We would love to answer any questions you may have about our program. With limited office staff we recommend email communication at office@northcrestkids.com. Below are some frequently asked questions.

What information will I get for camp?

This packet is our main form of information that we send out to all families that register for our program. As camp begins, parents will receive a newsletter via email (printed copies will be at the check in table) that will relay next week's activities and special information.

What should my camper bring to camp?

Please label all items and transport them in a backpack (this keeps them more accessible)

- Weather appropriate clothing. (Campers should always have t-shirt/shorts and sweatshirt/long pants and we highly recommend tie tennis shoes for outdoor play to prevent stubbed toes.)
- Lunch box. Campers should bring a lunch each day. (Campers will NOT be allowed to use the vending machines so please plan accordingly. Campers WILL have access to a fridge and a microwave when in the facility.)
- 2 labeled snacks (it is easiest if these are kept separate from lunch so that campers do not eat intended lunch items for snack)
- Spray Sunscreen and/or BugSpray
- Swimsuit and Towel for pool and outdoor play & every wednesday for BCC
- Small blanket
- Full, Water Bottle
- Gallon size plastic bag for wet items with campers name on it
- Mask for potential field trip location requirements
- Great River Regional Library (if you are already registered)

It is recommended that an extra set of clothing including undies are sent in a plastic bag in the case of an accident.

Should I pack a water bottle for my child?

Yes. We do have water bottle fill stations throughout our facility.

What should my campers wear to camp?

Campers should wear clothing that is appropriate for an active day in our facility. They will spend time in the gym and outside. Appropriate clothing would be things such as shorts, t-shirts or tank tops, light jacket or sweatshirt (for chilly days or to start the day with), and athletic shoes. ATHLETIC SHOES ARE REQUIRED for most outdoor play. you may pack a pair of sandals for your child, but because we will be requiring the use of shoes in all areas of the facility except the gym, we prefer they have closed toe athletic shoes on (this helps us limit bloody stubbed toes).

Items that are NOT allowed:

- Cell Phones
- Electronic Devices
- Toys/Card Games
- Expensive Jewelry or Watches
- Money
- Weapons
- Drugs/Alcohol
- Animals, stuffed or alive

Field Trip Information

Field trips have always been a favorite throughout the summer. We are traveling to Becker Community Pool every Wednesday, so be sure to prepare appropriately. We have at least one field trip scheduled per week, typically on Thursdays. We are hoping to travel to an extra local park or splash pad another day during the week. Parents will be notified of days with these special activities/requirements on our weekly newsletters that will be emailed to all registered families.

Lost and Found

We know that sometimes things get lost. **Please label your child's belongings.** The best way to prevent things from getting lost is to leave them at home! **Lost and found items that are not labeled will not be kept. They will be donated to charity (on Friday) at the end of each week.** North Crest Kids Activity Center is not responsible for campers belongings that are lost or stolen.

Safety and General Rules

The most important thing in our program is the safety of our campers. All campers must be picked up by a parent/guardian or an authorized adult. All authorized persons unknown to camp staff will be asked to show a picture ID when retrieving a child. Camp rules will be established at the beginning of the summer and throughout each week with the campers. Please review the following list of rules with your child before attending their first day.

- Listen to the staff and follow directions.
- During camp, campers must remain with their group unless given permission to leave.
- Campers should not be alone at any time while in camp.
- No cell phones or electronics are allowed. If you have one, please leave it at home or give it to a counselor for safe keeping.
- Respect nature: do not pick leaves, grass, and do not harm plants or animals.
- No throwing toys. Special care should be given to belongings so that they can be enjoyed by many for a long time.
- Keep camp clean. This includes picking up things you drop, no writing graffiti, cleaning up the gym before it is time to leave, putting away toys before grabbing new ones, and cleaning up any markers/pencils after using them.
- No fighting. If there is a problem, walk away from the situation and tell a staff member.
- Campers should always strive to be caring, honest, respectful and responsible.
- The lobby is not a jungle gym. This area is a quiet place for parents. No running or yelling.
- No use of vulgar language. This includes name calling and swearing.
- Physical aggression is NOT allowed.
- No harassment or intimidation with words, gestures, body language or other menacing behavior.
- No stealing from the facility or other campers.

Expectations at Camp

We will expect a "friends helping friends" atmosphere. We will follow the "no knock rule" which states, "We do not say or do things that will knock each other down but rather, build each other up!" It is our desire to build a social community amongst our campers so they feel they have a safe environment, staff they can rely on and friends that they can trust.

Bullying Policy

Bullying occurs when one or more people exclude, tease, taunt, gossip, hit, kick, or put down or hurt another person. North Crest has a Zero Tolerance Policy for bullying. Students will be immediately separated and communication will be distributed to parents.

Discipline Policy

We believe the “no knock rule” takes care of all other rules. It requires a respect for friends, staff and property. Students will be given a verbal warning. If the same behavior is exhibited a second time, the student will be given some time away from the current activity or interaction. If it is exhibited a third time, a “fix-it ticket” will be issued. A “fix-it ticket” is just a piece of paper used as a method of communication for camp staff to stay in touch with parents regarding behavior. Camp staff does reserve the right to request a parent meeting for behaviors that are repetitive. Our camp director does reserve the right to ask a camper not to return to camp for a day or an extended length of time.

Final Thoughts

We are looking forward to seeing everyone on June 5th! We thank you for trusting us. Camp North Crest prides itself in providing your children with a fun, safe, and encouraging environment, where they can grow into amazing people! At North Crest, we believe that kids can do amazing things and it is our desire to help kids believe in themselves, as well!

SEE YOU SOON!

Beka Stone, Camp Administrative Coordinator