



## 2024 Program Policies and Procedures Ridgeview

Welcome to **Mighty Camps!** We are so happy to have you join our Mighty Family. Our goal is to provide your child with an engaging and energizing camp experience in a safe environment where they can have a blast participating in a broad range of activities!

We look forward to having a fun, exciting, and safe summer with your child! Here are a few policies we would like you to be aware of for the safety of your child(ren) as well as others.

**To ensure program transparency, parents are required to read and then complete the “Camp-Policies and Procedures Agreement” form on your Camp Site account prior to May 1<sup>st</sup>.**

- **PROGRAM PURPOSE:**  
The purpose of Mighty Camp is to engage, energize, and inspire children to be active, to foster personal character development and respect for others, to teach children sport-specific skills and to HAVE FUN!
- **PROGRAM MISSION:**  
In short, we exist to build confident, capable problem solvers and to expand the positive self-talk of the campers we serve!
- **AGES SERVED:**  
Mighty Camp serves children ages: 6-12 years old
- **SPECIAL NEEDS CHILDREN:**  
Genesis Health Clubs complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We carefully consider each child’s individual needs in order to determine if our program can accommodate a child’s special needs; please discuss your child’s needs with the Director.

In the State of Kansas, all licensed programs must have a copy of the child’s school IEP on file at the location they are attending. It is kept confidential and is used to make the camper’s experience at Mighty Camp successful.

- **HOURS OF OPERATIONS:**
  - **RIDGEVIEW MIGHTY CAMP:** Monday-Friday 7:30am-5:30pm
  - **SCHEDULED MIGHTY CAMP ACTIVITIES:** Monday-Friday 9:00am-4:00pm
  
- **ADMISSION AND REGISTRATION PROCEDURES:**  
**Prior to participation in camp, parents are required to submit the following through the online registration system:**
  - Health History Form
  - Immunization Form
  - Emergency Information Form
  - Photography Permission Form
  - Activities Permission Form
  - Field Trip Permission Form
  - Policies and Procedures Agreement Form
  - Transportation Form
  - Sunscreen Policy Agreement OR Sunscreen Waiver
  - Contact information for Authorized Pick-ups
  - Payment in full for program or payment plan enrollment
  - State Licensing Forms
  - IEP Forms. If a camper is assigned an IEP during the school year, the State of Kansas requires a copy of the IEP needs to be on file at the location your camper is attending. Please bring a copy by May 15<sup>th</sup> and give directly to the Mighty Camp Director at Ridgeview.

**FRIEND REQUESTS**

We do our best to accommodate as many friend requests as possible. Friend requests are granted on a first come, first serve basis and are not a guarantee. The following information is required in order to submit a friend request:

- First and Last name of the Friend
- Both parties need to request each other
- Campers need to have the same camp schedule (days of the week, camp sessions)

**CAMP FEES BY LOCATION**

**Camp fees vary by location. Refer to your location’s webpage for pricing.**

**Other Camp incidental fees:**

\$1.00 per minute late charge for every minute after closing.

\*When enrolling 2 or more siblings at the same time, receive a 5% discount of all items at check out.

**REGISTRATION FEE**

There will be a non-refundable registration fee per family, which also covers No School Day Camp registration through the following school year, where applicable.

**SUMMER CANCELLATION POLICY:**

For families who pay in full for their entire summer enrollment, fees for camp weeks already paid can be refunded if communicated prior to 9 a.m May 1<sup>st</sup> – and is subject to a \$25 change form fee. Cancellations made after the **May 1<sup>st</sup> deadline** but prior to the start of summer camp can be refunded only if that spot can be filled by a waitlisted camper and will be accompanied by the summer change form fee of \$50.

- January through April 30<sup>th</sup> – Refund if qualified, deducting \$25 change form fee.
- May 1<sup>st</sup> through summer season – Refund if qualified, deducting \$50 change form fee.

For families who enroll in our payment plan option, cancellations made after the deadline of 9am on Monday two weeks prior to the week in question (this would be the payment date) can be processed only if that spot can be filled by a waitlisted camper and will be accompanied by a \$50 cancellation fee.

- January through 2 weeks before camp season begins – cancellations or changes to weekly schedule of upcoming or affected payment, \$25 change form fee.
- Two weeks prior to the change date **during** the camp season – cancellations or changes to weekly schedule of upcoming payment, \$50 change form fee.
- Less than two weeks' notice prior to the change date – if waitlisted camper can be enrolled, refund of balance paid after deducting \$50 change form fee.

Regardless of payment method, once the camp season starts, if the requested cancellation date is within two weeks of notice and cannot be filled by a waitlist camper, the spot in camp will remain reserved for the enrolled camper and therefore a refund will not be processed.

## **DAILY OPERATIONAL PROCEDURES:**

### **CHILD DROP OFF - SIGN-IN SHEETS**

Drop off and Sign In: Parents will drop campers off at the Little Kids Gym entrance, which is on the southeast side of the building. We have a dedicated entrance for our campers. Parents will sign their camper in at the station that is set up within the Little Kid Gym. Children will then be shown which bin they will place their personal items in and which to put their lunch in.

### **CHILD PICK-UP**

Children must be signed out each day at the south door of the kid's club gym, the same place they dropped off. Camp counselors will only release a child to the person who enrolled the child in camp, or a person listed as an authorized alternative pick-up. Under NO circumstances will your child be permitted to leave with anyone other than the individuals designated in writing on the proper Authorization Form. **Adults picking up your child will need to provide government-issued photo ID for verification.**

### **LATE ARRIVALS**

For all late arrivals after the posted drop off-time frame, parents are asked to call or text the camp line to communicate with camp leadership. On field trip days, if a child arrives late for camp and their group has left for a field trip we will ask the parent to drop off at the field trip location.

### **LATE PICK-UPS**

If a child has not been picked up by the time camp closes, team members will call parents/ guardians. A camp team member will remain onsite until all children have been signed out. If a parent or guardian does not pick up a child within 30 minutes of closing, a camp team member will make every effort to contact the adults

listed on the Emergency Contact List. Once all contacts have been called, the Local Police will be contacted for assistance. **There will be a \$1.00/per minute charge for late pick-ups. Late fees must be paid on the next payment for payment plan members or within the week for those who pay in full.**

### **INCIDENT AND INJURY REPORTS**

We take many precautions to ensure the safety of each camper in the program, however occasional incidents do occur. If an incident or injury occurs, appropriate first aid will be administered, and an Incident Report will be completed and presented to parents at the end of the day. This report will describe the incident and the follow-up care that was provided. A copy of the report will be kept on file.

### **DRESS CODE**

Please provide appropriate clothing for all weather. We like to paint and make big messes, so please do not dress your child in their best clothing. Shoes are required at all times. **No flip flops or crocs are to be worn at any time.** Close-toed athletic shoes are preferred since we are very active throughout the day. Please pack a swim suit and towel each day, and apply sunscreen in the morning before coming to camp.

### **PERSONAL BELONGINGS**

We ask that campers bring a labeled backpack to keep their personal belongings. Counselors will encourage children to “keep their valuables safe.” However, we are not responsible for items lost or damaged. **Please do not bring toys or electronics from home.**

### **MONEY POLICY ON FIELD TRIPS**

No money is to be brought on any field trip.

### **LOST AND FOUND**

We recommend labeling belongings prior to attending camp. We coach responsibility with our camper’s belongings and perform routine backpack checks. If there is something left behind at the end of the day, our closing team will take lost and found to the club’s main lost and found, to support parents picking up during non-camp hours. Lost and found is held for two weeks before being donated.

### **PROCEDURES FOR SNACKS**

- Mighty Camps will provide a morning and afternoon snack.
- If parents choose to pack additional snacks, they are required to be nut free.
- Campers are permitted to access their personally provided snacks during snack times and as needed.

### **PROCEDURE FOR FILING COMPLAINTS ABOUT MIGHTY CAMP PROGRAMS:**

If for any reason a parent may need to contact state offices, the address and phone numbers are as follows:

Kansas Bureau of Family Health  
Child Care Licensing Program  
1000 SW Jackson, Suite 2000  
Topeka, KS 66612-1274  
Ph: 785-296-1270  
Fax: 785-559-4244

### **STATE LICENSING:**

Mighty Camps are licensed by the Department of Human Services. Since we are a licensed camp program we adhere to the rules and regulations set by each state. For further information regarding state licensing policies or to report a complaint please call refer to the contact information listed above.

As a licensed program we have been inspected by each state's Department of Human Services, Department of Health, and the local fire department. All of Mighty Camp's Team Members have been cleared by the State Central Registry. This registry has information concerning anyone who has been convicted of child abuse. Each team member is also fingerprinted and cleared through the KBI and FBI for felony charges.

All Mighty Camp Participant's records will remain confidential.

## **PROGRAM POLICIES:**

### **WEATHER RELATED POLICIES:**

- Excessive Hot Weather: Children will be cared for indoors in cooler rooms with water available for hydration.
- Excessive Cold Weather: Children will not be allowed outdoors to play. Indoor activities will be planned.

### **PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES:**

Children must be escorted to their counselor by their parent and signed in by their parent each day. Parents are required to call the camp desk to communicate their child's absence. Should a child not be accounted for during the camp day the counselor will immediately contact the director. The director will call the parents when it is determined that the child is missing from the premises. The police will be contacted after reaching a parent; if a parent is not immediately available, the proper authorities will be contacted. Throughout each camp day, the following counselor expectations are in place:

- Team Rosters are to be in hand during transitions
- Campers should be counted repeatedly during transitions
- Roll call should occur prior to and at the end of each activity and recorded on the hourly camper tracker
- Counselors must "check-in" and "checkout" campers on their personal copy of the sign in sheet to ensure the correct number of campers.

### **DISCIPLINE/ HOW THE MIGHTY CAMPS TEAM CAPTURE'S TEACHABLE MOMENTS:**

We feel socialization and learning how to have successful relationships with friends is an important part of the camp experience. We understand that "teachable moments" are a part of socialization process. Below is an outline of how Mighty Camps team of youth development professionals choose to navigate teachable moments:

- a. Mighty Camps team recognizes that when it comes to your child...you are the expert! We proactively partner with parents to learn best practices on how to support their children. We work diligently to connect with parents during morning drop off to capture pertinent information that may be occurring outside of camp that could impact a child's day. We make it a priority to connect with parents at the end of each camp day to share about each camper's day to ensure an open line of communication as we work as a team to support the growth and wellbeing of each child in our care. However, parents will be notified of any behavior warranting a conference. In an effort to

support the effectiveness of our counselors we ask that parents keep open communication with us, letting us know of any situation at home that could cause stress and inconsistent behavior. In addition to daily in person conversation, Mighty Camps team will provide weekly communication about what to expect in camp.

- b. At Mighty Camps, we believe kids do well if they can. In other words, we believe that children will consistently meet expectations and follow rules IF they have the skills necessary to do so. With this philosophy as our foundation, we understand that our primary role is to be educators. Educators of life skills and character! This is the work we are MOST passionate about and we have the luxury of teaching these important skills through facilitating FUN camp programs! Whether we are leading a lacrosse sport workshop, Character First class, doing arts or crafts, or swimming at the pool our team of youth development professionals understand that the “real” work at hand involves teaching children how to use their words to advocate for themselves, how to respectfully handle the intrusions of others, and how to be confident, capable problem solvers! Although we leverage many different resources and techniques to support our ability to effectively guide the growth of the children in our care, outlined below are two of our foundational tools:
- DLP- to support our campers in expanding their self-image and positive self-talk, Mighty Camp’s team is hyper vigilant about **describing, labeling** and **praising** campers for their positive contribution to their camp community. Whether it’s holding a door, including a new camper, picking up trash or encouraging another.... campers at Mighty Camps are noticed and celebrated for the positive impact their presence makes!
  - Intention/Impact- When mistakes happen, our team facilitates an intention/impact conversation. The bull’s eye of an intention/impact conversation is to help the child capture learning and gain understanding that sometimes what “we hope to accomplish” does not match the impact made by our choices. For example, I may not have intended to hurt someone’s feelings when I choose not to throw the ball to them. That said, regardless of my intention, I am responsible. In facilitating intention/ impact conversation campers have the opportunity to take responsibility for their choices and grow in their understanding of how their choices impact others.
- c. At Mighty Camps we leverage the “Collaborative and Proactive Solutions” model developed by Doctor Ross Greene (Learn more about this approach by visiting [livesinbalance.org](http://livesinbalance.org)). In leveraging this model, when we experience ongoing challenging camper behavior, we meet as a team to track data about when the challenging behaviors are occurring. We use this data to support our ability to identify the camper’s specific lagging skills. Once known, the team is empowered with the information necessary to change the environment and modify expectations to allow each camper to be successful and work towards mastery of new skills.
- d. To best serve the children in our care, Mighty Camps has an ongoing relationship with occupational therapists and child specialists. When additional guidance and support is needed, specific trainings are held.
- e. If and when Mighty Camp’s team of youth development professionals have exhausted all resources and must recognize the program as not being the right fit for a particular child, parents will be contacted by the camp director. Prior to deciding the Mighty Camps program is no longer the right fit for a child, the following actions will take place:

- Daily communication between team and parents will occur to share about the child's experience and partner with parents to support the child's success.
- Conference between team and parents to identify child's lagging skills and collaboratively problem solve systems to put into place to support the child's success.
- continued data tracking after the implementation of agreed upon systems with daily parent communication.
- If physical violence/ aggression occurs towards a camper or staff and results in injury or damage to physical property, parents will be called for an immediate pick-up followed by a 24hr suspension from camp.
- If challenging camper behavior continues and directly impacts the team's ability to keep said camper or other campers safe, Mighty Camps will determine that the program is not the right fit for said child. Examples of unsafe behavior that would deem a camper not being the right fit include; violent or aggressive behavior, running away from camp group, consistently not following directions.
- Once the decision is made, parents will be notified through a phone conversation and given 1 camp week to secure alternative care. During this week, the team will do everything in our power to fill the camper's spot in camp with waitlisted campers in order to secure a refund (see above Cancellation Policy).

#### **POLICY FOR PROPER SUPERVISION OF CAMPERS:**

Mighty Camps strives to provide a 1:12 team member to child ratio. Proper supervision of children requires a high level of team member engagement and participation in scheduled programming. Team members are expected to facilitate programming from the center of action versus observing from the slide lines. Team member participation directly impacts the level of interest, enthusiasm, and participation of the children in our care. Furthermore, when children are actively engaged in the program at hand, challenging camper behaviors are less likely to occur. When on the field, at the pool, in the gym or in the classrooms, team members should position themselves in a way that maximizes their ability to have eyes on each child they are directly responsible for. Meaning, team members should be always facing their campers and that team members MUST adhere to the "Rule of 3" at all times.

#### **VISITOR POLICY:**

Visitors are required to give advanced notice and obtain director and guardian permission prior to scheduling a visit. All visitors are required to sign-in and out with the Director or at the Camp Desk. All visitors who are strangers to the program are required to present one form of ID to be inspected by Mighty Camps personnel. Once signed in, visitors are required to wear a "visitor identification" while on the premises.

#### **SUN PROTECTION POLICY:**

Counselors are required to provide direct supervision as campers apply sunscreen. Counselors are prohibited to apply lotion sunscreen on campers. Counselors can assist with the spraying of spray sunscreen. Sunscreen must be applied prior to outside play unless parents provide written notice that they have applied sunscreen themselves.

We encourage parents to provide spray on sunscreen or have their camper utilize the buddy system when applying sunscreen. Parents MUST provide sunscreen or sun protection for their child and the sunscreen MUST be labeled with the child's first and last name.

Per state licensing guidelines, counselors will hold all camper's sunscreen in bins. Upon arrival to camp, sunscreen will be checked-in, labeled and placed in the sunscreen bin. Parents will be notified when sunscreen is empty/near empty and asked to provide a new bottle of sunscreen. Sunscreens are locked up except for swim sessions.

### **HEALTH POLICY:**

Children need to be in good health in order to get the most out of their camp day. In order to reduce the spread of illnesses, we ask that team members and children remain home if any of the following symptoms are present:

- Vomiting and/ or diarrhea. Children may return to camp 48hrs after the last episode of vomiting of diarrhea.
- Runny nose with green or yellow discharge that can be associated with a fever or cough. Any discharge other than clear may be a sign of infection. Children may return to camp 24hrs after all symptoms are gone.
- Fever of 101° or above. Children may return to camp after being fever free for 24hrs without Tylenol or similar products.
- Conjunctivitis or pink eye. Children with red, itchy, draining or crusty eyes may have Conjunctivitis. Children may return to camp after 24hrs of successful antibiotic therapy.
- Rashes or skin conditions such as impetigo or contagious cold sores. Any unusual rashes should be examined by a doctor. Children may return to camp after all symptoms are gone, or the child's doctor has provided written clearance.
- Chicken Pox. Children with Chicken Pox may exhibit the symptoms of low fever, rash, blister, scabs, and malaise. Children may return to camp after all sores are crusted over and dried.
- Lice/ Hair Infestation. Children may return to camp 24hrs after receiving a specified Lice Shampoo treatment and all the eggs are gone.
- Other symptoms. Children will be excluded from camp as the Director or Health Department determines it is inappropriate for the child to be at camp.

In case of illness or injury, the camp counselors or Director will make every attempt to contact the parents/ guardians indicated on the Registration Forms. If your child is sick he/she will be kept comfortable and will be isolated from the other children in the program.

Children who arrive at camp with symptoms will not be admitted without proper authorization from a doctor or negative test result. It is our goal to create and maintain a healthy environment.

### **POLICY FOR HANDLING SICK OR INJURED CHILDREN:**

No sick child will be accepted into Mighty Camps. In the case of illness during the day the parent or guardian will be notified, the sick child must be picked **within an hour of the call**. Sick children will be kept separated from the other children until the parent arrives.

Symptoms that necessitate removing a child from camp include but are not limited to:

- Sore throat
- Rash
- Vomiting
- Diarrhea
- Earache

- Fever (temp. of 101 F or higher)
- Eye discharge (thick mucus, or pus draining from the eye or a pink eye)
- Yellowish skin or eyes
- Severe coughing

All parents will be notified of any contagious disease affecting the children at Camp. A child with a communicable disease will not be readmitted to Camp until the contamination period has passed or until the child is fully recovered.

Injury/Accident:

If a child is injured the staff member who is closest to the child at the time of injury is responsible for tending to the child and for filling out an **Incident Report**. If the injury is severe, other staff will be called including the Camp Director and Club Manager.

- If severity of injury is in doubt, team members are to call 911.
- One staff member will remain with the child at all times.
- The parent will be notified of the injury or accident and an incident report will be filled out and a copy kept in the child’s file. The director is responsible for follow up calls to the parents.

**POLICY FOR STORING AND ADMINISTERING CHILDREN’S MEDICATION:**

If a child requires medication to be given on a daily basis, Mighty Camps staff will need a completed Medication Administration form signed by the child’s physician and the **original childproof container** with written directions from a pharmacist. The container needs to have the child’s first and last name, as well as an expiration date. We will store the medication in accordance with the form completed by the physician, stating the dosage, time to be given, and any other special instructions that may be needed. We recommend that parents ask their pharmacist for two separate containers for the medication; one for home and one for us.

All prescription drugs must be in the original pharmacy bottle with the full pharmacy label. The label should include the following information:

- Child’s Name
- Name of Medication
- Dosage
- Frequency Per Day

**Siblings may not share medication. Medication must be directly handed to a team member at the Camp Desk for check-in and proper storage in an area that is not accessible to children. Children cannot be sent to camp with medicine in their packed belongings.**

**POLICY FOR STORING AND ACCESS OF INHALERS AND EPINEPHRINE:**

Emergency medicine such as inhalers and epinephrine are to be signed in and kept on location in a locked space away from the campers or in the counselor’s backpack that always stays with the counselor. These backpacks will go on any on-site or off-site locations Mighty Camp attends.

With written consent and authorization from the prescribing health care provider, children may carry their own inhalers and epinephrine, and use as directed. In order to self-carry children must have the following:

- A signed contract with the parents and child acknowledging and assigning level of responsibility for each individual
- Orders for the medication from the health care provider

- Confirmation from the health care provider stating that the child has been instructed and is capable of self-administration of the prescribed medications

Prior to each camp week, Mighty Camp's Administrative team generates and distributes a roster of all children who have emergency medications, all children are at risk of anaphylaxis, and children who have the permission to carry and self-medicate as needed.

### **CAMPER HYGIENE POLICY:**

Children and team members are responsible for washing their hands upon arrival each day, before and after snack times, meal times, and using the restroom. Proper hand washing techniques outlined below must be followed 100% of the time and taught to children when necessary:

- Wet hands
- Apply enough soap to cover all hand surfaces
- Rub hands palm to palm
- Right palm over left hand with interlacing fingers and vice versa
- Palm to palm with fingers interlaced
- Backs of fingers to opposing palms with fingers interlocked
- Rotational rubbing of left thumb clasped in right palm and vice versa
- Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa
- Hands should be washed for a minimum of 20 seconds
- Rinse hands with water
- Dry thoroughly with a single use towel
- Use towel to turn off faucet

Children are also required to be able to safely use a standard restroom facility unassisted by an adult for admittance into our program.

### **FACILITY SANITATION POLICY:**

To ensure the health of the children and team, the following team member responsibilities are in place:

- Team members are to wipe down tables before and after snack and meal times using the provided/required cleaning solution.
- Team members are to thoroughly spray down all sports equipment at the conclusion of each camp day
- Team members are to use the 3-step process to clean camp toys at the end of each day
  1. Spray all toys with required cleaning solution or soaking toys in the solution for 5 minutes
  2. Rinse toys with a wet cloth or rinse soaked toys under water and dry with a clean towel

### **FOOD PREPARATION POLICY:**

When preparing camp snacks, team members are required to wash their hands and wear gloves. Dry foods will be stored in closed, air tight, sealed containers and refrigerator items will be stored accordingly. Furthermore, when serving snack, team members are also required to wear gloves.

### **POLICY FOR REPORTING COMMUNICABLE ILLNESSES:**

In the case of a suspected outbreak of any disease, Mighty Camps will report the case to the Communicable Disease Branch at the state department of public health and the organization's Environmental Health

Specialist, who conducts routine health and sanitation inspections. To effectively track communicable illnesses occurring in camp, the administrative team will retain a comprehensive Illness Log. This log will contain information on campers who go home sick from camp, campers who stay home from camp due to illness, team member who go home sick from camp, and team members who stay home from camp due to illness. The log will maintain a record of symptoms and suspected and confirmed illnesses. If a group outbreak of any form of communicable illness were to occur, including foodborne outbreaks, the camp administrative team will report the information within 24hrs of said knowledge. Our team's first line of communication will be connecting with our childcare health consultant. If and when a formal report is made, this information will also be disclosed to our camp families, via an email communication, to support with keeping our children safe and healthy.

**Kansas Department of Public Health: 977-427-7317**

To report a suspected or confirmed disease care or outbreak, team members are required to call the corresponding state's department of public health. When making a report, team members are to provide the following information:

- Diagnosis
- Child's Name
- Date of Birth
- Gender
- Ethnicity
- Address
- Phone Number
- Parent/ Guardian Name
- Name/ Address of responsible health care provider
- Laboratory test results
- Suspected or confirmed

**PROCEDURES FOR HANDLING LOST CHILDREN AND OTHER EMERGENCIES:**

**In the case of any emergency, the Camp Director and General Manager will be called to assist.**

- Natural Disasters: in the event of a natural disaster, such as flood or fire, parents will be immediately contacted. All students will be accounted for and evacuated to Embassy Suites located at 10401 S Ridgeview Rd, Olathe, KS 66061
- Tornado/Severe Weather: All children will be moved to the south stairwell. Counselors will have a walkie-talkie, attendance sheets, and binder with emergency protocol.
- Fire: Authorities will be notified. Children will be evacuated from the building and walked in an orderly manner to the field/ parking lot adjacent to the building. Counselors and staff will take camp team binders and the emergency notebook at the time of evacuation. Staff will remain with children outside until authorities give permission to return to the building.
- Field Trip Emergency: If an emergency were to take place on a field trip counselors will call their Mighty Camp Site Director. If need be, management will go to the field trip site to assist staff with the situation and call parents. All field trips are local to camp facility location.
- Medical Emergencies: In case of an emergency, 911 will be called. If transportation or medical cost are

incurred the parent/ guardian will be held responsible for all financial fees. Staff may transport a child in a non-emergency situation.

- Lost Child:

1. Onsite:

1. If a child is thought to be missing, the Camp Director will be notified immediately via radio, office line, or cell phone.
2. One Group Counselor will stay in place with the remainder of the group
3. The other Group Counselor will check obvious places
4. Within 5 minutes all mobile team members will be radioed to assist in looking for the missing child
5. Front Desk team will make an announcement over the intercom
6. A "Code Adam" will be communicated, exits will be locked and managers will cover all exits
7. If the child cannot be located the parent and local authorities will be called

2. Offsite:

1. Counselor should check all immediate obvious locations
2. Within 5 minutes the Camp Director should be contacted via their direct line or cell phone. Camp Site Director will notify the Camp Executive Director and the Club Manager for their specific location.
3. All counselors should complete a head count with their groups
4. Field trip groups should combine
5. Group counselor should sweep the facility
6. The Counselor of the missing child's group should call 911
7. If need be, management will go to field trip site to assist staff with the situation and to call parents.

- Car Accident:

1. Scan vehicles for safety hazards
  - a. Smoke
  - b. Fire
  - c. Un-safe location of the vehicle

If no Safety hazard exists follow step 2 / If there is a safety hazard skip to step 8

2. Hazard Lights should be turned on
3. Driver should instruct children to remain in their seats with their seat belts fastened
4. Conduct an immediate assessment of all individuals in the car. If there are critical injuries administer First Aid/CPR
5. Call 911
6. Call the Camp Site Director
7. If the director cannot be reached continue down the phone list
  - a. Executive Camp Director
  - b. Club Manager
  - c. Regional Manager

- 8a. If there is a safety hazard, Driver will:

- a. Call 911
- b. Locate and take vehicle binder, camp binder, and camp backpack
- c. Call Camp Director. If Camp Director cannot be reached continue down the phone list

1. Executive Camp Director
2. Club Manager
3. Regional Manager

8b. Passenger Leader will

- a. Unbuckle children
  - b. Escort children in a group to a safe distance from traffic and vehicle
  - c. Take attendance
  - d. Administer First Aid/CPR if necessary
- In-House Shooter: All camp will follow stated Active Shooter Policy within the building's Emergency Action Plan. The main objective is to stay put and out of sight. As soon as a counselor hears something out of the ordinary the following should be executed:
    1. Lock the doors
    2. Pull the window shades
    3. Call 911
    4. Notify the Front Desk Team via walkie talkie
  - Emergency Preparedness- Reunification Process: The reunification process is a systematic approach to bring parents and campers back to together in the event of an emergency. Once it is safe to reunite parents with campers, parents and campers will go through the same sign-out process. Parents will be notified of the designated location via email, phone or text. Mighty Camps maintains a complete list of people who are authorized to pick-up and transport for each camper. All "authorized persons" must have proper identification in order to pick up campers.
  - Shelter in Place: When it is not safe to leave the building, campers and team members will move to a safe area within the facility (used for severe weather). All children will be moved to the restrooms. Counselors will have a walkie-talkie, attendance sheets, and an emergency notebook. In the event that a shelter in place protocol is necessary, the camp leadership team will notify counselors via walkie-talkies. If necessary, external doors will be locked/sealed and the HVAC system will be turned off. Once moved to a safe location within the building, counselors will use the Camper Trackers to ensure each child is accounted for.
  - Lockout: Camp schedules are adjusted to reflect all indoor activities. Exterior doors are locked. This procedure is implemented when an incident occurs outside of Genesis Health Clubs, such as police activity nearby.
  - Lockdown: Campers and team members are directed to safe locations inside the building. Unless otherwise communicated, campers will be escorted to the Kid's Club Gym. Exterior and interior doors, windows, and access points are closed and locked. This procedure is used when a potential threat has been identified and containment may be necessary.
  - Emergency Plan for Children with Disabilities and those with Access and Functional Needs: A child with a disability or functional need will follow the same emergency procedures as listed above. In addition, the assigned support team member will accompany the child through each step of the drill/evacuation.

**POLICY TRANSPORTING CHILDREN:**

All children will be transported using insured bussing. Locations that will be using the passenger vans will use the following protocols: children under the age of 8 or less than 50lbs will travel in booster seats that are parent provided. All children are required to wear seatbelts. No children are allowed to ride in the front seat. Once outside the van, children will be lined up and escorted by the counselor or parent volunteer to the

destination. Parents will sign a permission to transport form at registration. All vans are equipped with a first aid kit and a fire extinguisher; each driver will carry a cell phone and the camp team notebook.

### **POLICY AND PROCEDURE GOVERNING FIELD TRIPS, TELEVISION VIEWING AND SPECIAL ACTIVITIES:**

- Field Trips: Children may participate in weekly camp field trips. All field trips are planned, scheduled and posted. Permission to transport forms will be signed and on file for each child. Only children enrolled in the Full Week camp experience are guaranteed to go on Field Trips. Field Trips take place during regular Camp hours. Every van will have at least two adults on board, a cell phone, and Camp Counselor Group binder with a current copy of Mighty Camp's Policies and Procedures/ emergency contact information. The following expectations are in place to support with camper safety while offsite:
  - Counselors are required to call the Camp Director to confirm location arrival.
  - Campers are encouraged to wear their current season camp t-shirt if available.
  - During field trips, color teams move as a unit.
  - An additional camp counselor will accompany each camp group, bringing the ratio to 1:6.
  - Prior to field trip departure, each counselor will be assigned a group of 5-6 campers for whom they will be directly responsible for supervising and engaging throughout the duration of the field trip experience.
  - Throughout the field trip experience, roll call should occur prior to and at the end of each activity and recorded on the hourly camper tracker.
- Television/video viewing policy: Only movies with a PG rating or lower will be viewed.

### **POLICY FOR RELEASING CHILDREN FROM CAMP:**

A child can only be released to person for whom Mighty Camps has written authorization. At the time of registration parents must provide Mighty Camps with a list of people who are authorized to pick up their child, these forms will be completed at the time of registration and kept in each counselor's group binder. It is Mighty Camp's policy to ask the person for an ID to verify the release. If a Team Member is uncomfortable releasing the child, we will contact the parent. A counselor will remain with the child until the parent/guardian arrives. Children will not be released to an unauthorized adult. If an unauthorized adult attempts to pick-up a child, parents will be immediately notified via a phone from the camp administrative team.

### **POLICY FOR DETERMINING WHO IS PRESENT IN THE CENTER AT ALL TIMES:**

At any given point of time, the director, assistant director, and administrative support team have the ability to identify who is present in the center through reviewing Camper Sign-In sheets, Camper Trackers, Visitor Sign-in Sheets, team member check-ins, camp rotation schedule and through completing a team member "radio roll call."

### **POLICY FOR END OF DAY CAMP CLOSURE:**

At the conclusion of each camp day, the closing team member is responsible for completing the following responsibilities:

1. Reviewing all sign-in/out sheets to ensure each child is signed out and picked up
2. Walking the facility to ensure that all children are picked up
3. Remaining onsite until all children are picked up

**POLICY REGARDING PROGRAM CLOSURE:**

We do our best to plan and not offer dates of service that could become unavailable. If Mighty Camps is no longer able to serve children, parents will be notified, by email, then by phone, at the earliest possible date to support parents in their ability to secure alternative care.

**POLICY REGARDING MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT:**

It is required by law that any and all incidences of suspected child abuse and or neglect be reported to the State Department of Human Services. It is the responsibility of the Department of Human Services to determine what abuse/neglect (if any) has occurred. Examples of situations that would be reported by Mighty Camp's Team Members:

- Marks or bruises on a child that are unexplained or seem unlikely to have occurred as a result of the explanation given
- Reports from the child of abusive or neglectful treatment or observations by team members of abusive or neglectful treatment of a child
- Failure by the parent to obtain appropriate medical care for a child
- Observations by team members of inappropriate sexual behavior of a child
- Observations by team members of possible neglect (inappropriate hygiene and or provisions of appropriate clothing, food, and shelter for the child)

**For suspected child abuse in Kansas call 800-922-5330**