

Play Loft's Summer Camp Policies and Procedures

Pledge

Play Loft Learning Center offers an array of summer day camp experiences guaranteed to meet the needs of all children. Staff dedicated themselves to providing children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves in a safe and healthy environment.

Play Loft Camp Values

Play Loft camp tries to guide children in making the right decisions, building self-esteem, and displaying empathy and compassion for others. Our staff demonstrates, develops, and promotes caring, honesty, respect, and responsibility throughout the camp duration. We stand for a strong partnership between parents and staff, including the support and reinforcement of our values to foster the growth of happy, confident, and caring children.

Application

This policy applies to all employees, children, community members, and any other individuals engaged in business with Play Loft.

Pick Up and Drop Off

To successfully operate the facility following the required guidelines Play Loft has made changes to the drop off and pick up time for our summer camp program. **Program Drop off is between 8:45 am – 9:00 am**, unless signed up for early drop off.

For children signed up for **early drop off**, the earliest the child can be dropped off to the center is **8:00 am** and for **extended care** the latest the child can be picked up is **5 pm**.

If you are **running late**, please drop off your child/ren **after 9:00 am**.

The names of anyone other than a parent/guardian who is authorized to pick up your child should be clearly listed in the office and a government issued photo ID will be required. Under no circumstances will we release a child to anyone unless they are on the pickup list or informed by the parent.

Late Pick Up Policy

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee. The late fee schedule is as follows:

- For the first time, the late fee is \$ 1.00 per minute
- If late five times in any four-week period, the family faces removal from the summer camp program
- Play Loft clock is the time used to determine the late payment. Late fees not paid within 48 hours are added to your statement

Fees Policy

Fees are based on enrollment and not on attendance (No fee decrease or credit for sick/missed days, personal vacations, and statutory holidays). Accepted methods of payment are cheque or credit card. A written receipt will be provided for tax purposes. If fees are outstanding after the first five business days, there will be an additional late fee of \$ 10.00 per day.

Cheques that are returned as insufficient funds will have an additional \$ 50.00 charge. Nonpayment and dishonored cheques will result in consideration for termination of services, and withdrawals of the child/ren from Play Loft.

Cancellation Policy

Play Loft will not be providing any refunds to cancelled weeks. Play Loft requires **one month's written notice provided no later than May 30 for full credit to be used in the school year.** Less than 4 weeks will not receive credit regardless of the cause.

Emergency School Closure

Play Loft is committed to having our programs open on all scheduled days. We recognize emergencies beyond the Center's control such as the breakdown of essential services (hydro, heat, and/or water). We must consider the safety of all children and staff when we make decisions regarding full day closures or early closures due to emergency conditions. Due to unforeseen circumstances, the Centre may be required to close for health or safety reasons (i.e., illness, outbreak, fire, flood, etc.). There is also no reduction in fees should the center be required to close due to weather, power outage, emergency, or any other unavoidable circumstance.

Behavior Management Policy

- The Play Loft Summer Camp staff is trained to deal with children in a positive manner that builds self-esteem. However, sometimes it does become necessary to correct a child's behavior when that behavior is inappropriate. Teachers and staff will try positively to redirect a child's behavior and, if necessary, will seek assistance and if the inappropriate conduct issue continues, the parents will be notified.
- Bullying is when one or more children (the bullies) target a child (the victim) and that a reasonable person would know that the bully's action will have the effect of physically or emotionally harming the victim, damaging their property, or insulting / demeaning the victim.
- Play Loft has a zero-tolerance policy pertaining to physical actions against others, stealing, bullying, and disrespect for staff and property. These actions are disruptive and result in negative experiences for other campers. **Play Loft reserves the right to suspend or terminate a camper's participation at any time for failure to adhere to the rules and values of the summer camp program.**

Please understand that there will be no refunds given to the children who are suspended or terminated.

Medication Policy

If your child needs to take any medication during camp hours, the medication must be delivered to the office to the supervisor. **It must be in its original container with the appropriate label and instructions, have your child's name on it,** and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at the camp. Parents will be required to complete the authorization of medication form before any medicine can be administered.

Allergies

If your child suffers from severe allergies, diabetes, or any other debilitating condition, you must specify it clearly on the application form. **Children who require an epi-pen are required to complete an anaphylactic form prior to the start of the camp.** Preschool and Toddler campers requiring an epi-pen, must provide Play Loft with 1 EpiPen to stay on site for the duration of their stay. **School Age campers are required to carry their epi-pen in a fanny pack around their body for the duration of the camp. *If the camper forgets to bring an epi-pen, they will not be permitted to enter Play Loft until an epi-pen is made available for their use.***

Nut Awareness

Play Loft is a nut-free facility, and we do not permit nut products on site. For school age campers if Play Loft staff find any nuts or possibility of nuts in the food provided, the snack/lunch will be replaced at the parents' cost.

Illness

If your child has communicable disease, they may not return to camp without a doctor's note. If your child becomes ill at camp, you will be notified immediately to pick up your child; Play Loft does not provide care for sick campers. **Please understand that the child may not return to camp until they are fever free for 24 hours and 48 hours for children who have been vomiting or have diarrhea.** Parents are to pick up their sick child or send an authorized person to pick up the sick child within 30 minutes of notification. No refund or make-up days are available for sickness and vacations.

Injury

If your child becomes injured at camp, you will be notified. All staff are certified in CPR and First Aid, there is first aid located in each classroom and during outdoor time the teachers always have a first aid kit with them.

Lost and Found

Lost and Found bin is at the back of the hallway and due to the large number of campers and the volume of items that are found not labeled, lost items are only kept for one week. Staff will encourage children to look through lost and found items before the end of each week.

General Camp Rules

When allowing your child to participate in Play Loft Summer Camp, the following policies must be followed:

- Your camper is a child who can and will participate in the program and is in good physical condition, unless otherwise communicated to the center in writing.
- A camper is expected to enter the camp at the beginning of the session and remain until the end of the session. No reduction in cost can be made for late arrivals, early departures, or missed days.
- It is agreed that the camper will cooperate and accept camp guidance in standards of behavior.
- Day camp activities/ themes may be rescheduled, at the discretion of Play Loft.
- Rules for acceptance, participation in the Play Loft Summer Camp program are the same for everyone regardless of race, color, ethnicity, religion, or sex.
- Please send children with appropriate clothing each day. In cool weather or rainy days, please send your child with a label jacket/sweatshirt
- Sneakers are a must! Children participate in many active activities and are prone to injuries without the proper foot attire.
- Play Loft is not responsible for personal items brought to the camp should they be misplaced or damaged. Parents who allow campers to bring items from home do so at their own risk.
- No home toys are allowed at Play Loft during the camp.

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Outdoor and Indoor Play

Outdoor play is an integral part of the daily schedule and plays an important role in the development of children's overall well-being. For children to thrive in outdoor play, it is crucial that there be sufficient toys and equipment for children to engage in active play and that educators engage as active participants in the play.

- All children staying in the program for more than 6 hours will be going outside twice a day, weather permitting.
- The school age campers will be using the Withrow playground.
- **In the following events the outdoor play will be terminated and instead children will be using the indoor playground,**
 - During the summer months, the temperature reaching or exceeding 35°C
 - During heat warning, humidity or smog alerts
 - During the heavy rain forecast, we will monitor the conditions carefully. If we deem the rain to be torrential

Illness Policy

The teacher has the right to refuse admittance or to request a medical certificate if the child has any of the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Unusual skin disorder
- Heavy mucous and/ or asthma symptoms.

The above signs and symptoms are obvious and indicate that the child is ill. You will be called to pick up your child immediately if any of these symptoms occur while the child is in attendance. A slight cold or the end of an illness might be difficult for a parent to determine whether the child should be at the school. **A good general rule is: if the child is too ill to participate in the program, then they are too ill to be at the school.**

Play Loft policies and procedures for dealing with sick children are as follows:

- If your child is not feeling well enough to FULLY participate in the program, please keep them home until they are well enough to return to the program
- Sick children must be excluded from the Play Loft until they are no longer contagious, so as not to expose other children and Educators.
- If your child has a fever of 37.8°C, do not bring your children until they have been fever free for 24 hours.
- If your child has vomited or has diarrhea, do not bring them to Play Loft until at least - 48 hours after their last bout of diarrhea and/or vomiting.
- If your child arrives at the Play Loft with symptoms or possible illness or disease, you will be requested to take your child home.
- If above symptoms manifest while your child is at the Play Loft, or if he/she has an accident, we will contact you immediately. As much as possible, ill children will be isolated, and parents will be requested to pick them up immediately.

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Documentation

Attendance records and absenteeism will be monitored closely during the summer camp. Enhanced attendance records will also be maintained where:

- Daily attendance records of all individuals other than staff entering Play Loft will be maintained in a log. This includes but is not limited to maintenance workers and government agency employees (e.g., public health inspectors, fire inspectors and program advisors).
- Records will include the following information: name, company, contact information, date, time of arrival/departure, screening results.
- The daily attendance record for all children and staff will be maintained.
- Absences will be recorded when a child or staff is absent. This will be completed in the daily attendance.
- The supervisor will follow-up with all individuals (staff and children) to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms (e.g., fever, sore throat, or cough)
- All parents are encouraged to email Play Loft about their child's absence, indicating the reason for their absence.
- Attendance records will be always available on-site
- The Medical Officer of Health, or designate, may access the Centre records, or copies of the records, on request.

Hand Hygiene Policy and Procedures

Definitions

Hand Hygiene is a general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene may be accomplished using soap and running water or hand sanitizer (70 % - 90 % alcohol based). Hand washing with soap and running water must be performed when hands are visibly soiled.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs.

Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Before and After Handling food
- Outdoor play
- Toileting/ Diapering routine
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items

Hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Touching a cut or open sore
- Changing diapers
- Glove use
- Before and after giving medication
- Communal sensory play activity

When hands are visibly soiled, follow these steps for cleaning hands:

1. Wet hands
2. Apply soap
3. Lather for at least 15 seconds. Rub between fingers, back of hands, fingertips, under the fingernails
4. Rinse well under running water
5. Dry hands well with paper towel
6. Turn taps off with paper towel

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70 % – 90 % alcohol based)
- Rub hands together for at least 15 seconds
- Work sanitizer between fingers, back of hands, fingertips and under nails
- Rub hands until dry

Glove Use

Gloves shall be worn when it is anticipated that hands will encounter mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Nitrite gloves are single use.

Food Safety Practices for snacks meals/lunch times

- There will be no sharing of food at mealtimes between any children
- For preschool and toddler children, snacks and meals will be served in individual portions to all children where utensils will be used to serve food
- School-age children packed snack, and lunch will be monitored to ensure that no nuts or possibility of nuts is in the food.
- Children will be closely supervised while doing programming activities which involve food and handling of food items. Proper hand hygiene will be practiced by both children and staff before and after eating
- Preschool and Toddler lunch will be catered by Wholesome Kids Catering