



**WESTSIDE  
KIDS CAMP**



# PARENT HANDBOOK

**summer  
2021**

**K-5TH GRADE**

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## Kids Camp PARENT HANDBOOK

### POLICIES:

#### I. Parent Responsibilities:

##### A. Registration:

1. Requires a completed application.
2. Summer Activity Fee: \$75 or \$150, (dependent on number of weeks attended) - non-refundable (*covers special presenters, bus, bus driver, entry fees, t-shirt*)
3. ***No child's name will be added to the class list until steps 1 & 2 are completed.***
4. Tuition Payment Methods:

**Note: tuition will be charged for all days marked on the enrollment form.**

- It is understood that tuition must be paid no later than the first day of attendance each week.
- Parents are encouraged to use the convenience of the SmartCare Parent App to make payments online. You may also choose to pay by cash or check in the Church Office between the hours of 9:00am and 5:00pm.
- After (10) days of non-payment all services may be suspended. Any extenuating circumstances that interfere with tuition payment should be discussed with the Kids Camp Director.

5.

##### B. Clothing:

1. A change of clothing, to be kept on hand for emergencies such as spilled milk, paint or other accidents, shall be provided by the parent. It must be contained in a backpack-type bag, clearly labeled with the child's name. Any child who has an accident and does not have an appropriate change of clothing will result in the parent being called to either pick up the child or to provide the necessary clothing.
2. The Westside Kids Camp dress code will be in effect for Kids Camp throughout the summer.
  - a. No mid-drifts, short-shorts, etc. ***Strap-on sandals and tennis shoes ONLY are acceptable.*** Thongs, flip-flops, etc. do not allow children the mobility to participate in many of the activities planned.
  - b. One-piece swimsuits **ONLY!**

##### C. Attendance Policy:

1. Full and part-time options are available. A two day per week minimum is required.
2. Camp is open 6:00am - 6:00pm, Monday - Friday. All participating students must arrive by 9:00am. Doors will be locked and all activities will be starting by this time. Campers are expected at normal arrival time (9am) in order to go on the field trips, unless specified earlier on calendar. Field trip times are scheduled well in advance and the vendors expect us to be on time. The bus will not be delayed for any reason. Doors will open at 3pm. If need child before then, please email to [mwhite@wsnaz.org](mailto:mwhite@wsnaz.org) and set it up ahead.

3. Parents must call by 8:00 a.m. to report tardiness or absences.
4. Absences due to illness must be reported. ALL parents will receive notice of verified communicable diseases.
5. Parents are expected to keep children at home if they have displayed symptoms of illness within the last 24 hours (fever over 100 degrees, vomiting, diarrhea, etc.). If a child becomes ill during the day, you will be called to make arrangements for pick-up.

## II. Discipline:

1. Children are to be treated with respect.
2. Redirection & Time-outs are used.
3. Children may be sent to the office to see the Camp Director.
4. Violent behavior such as hitting, kicking, spitting, etc. may result in immediate suspension of summer camp services.
5. At the discretion of the Kids Camp staff and director, repeated offenses may result in termination of services to your child. This is especially true of difficult behavior on field trips.

## III. Field Trips:

Field trips are an important part of our summer Kids Camp program. The following policies will be strictly adhered to:

- A. Parents must complete and sign all field trip permission forms by the due date, which will be clearly defined on the permission slip.
- B. ***Parents may NOT pick up or drop off children at field trip locations.*** ALL children must be transported to and from field trip locations by WKC.
- C. Children who do not display appropriate behavior during the week prior to a field trip may be excluded from an outing at the discretion of the director. Parents will be responsible to provide alternate care for their child on the designated field trip day should it become necessary to exclude a child for behavior issues. ***School personnel will not be providing alternate care arrangements for children expelled from a field trip opportunity.*** (No Tuition or Activity Fee is refunded for missed field trips.)
- D. A child who behaves inappropriately on any field trip will be excluded from attending the next scheduled trip and may be expelled from the summer Kids Camp program for the remainder of the summer.
- E. ALL children will be expected to participate in ALL field trip activities the child is registered for. If you do not wish for them to participate in a scheduled activity, do not plan on sending them to school that day or bring them after the return time listed on the activity calendar.
- F. Children are **NOT** to bring personal spending money for field trips. All activities are paid for in advance. Kids Camp personnel are not responsible for money brought with the child that is lost or stolen.
- G. Parents are welcome to chaperone field trips. Please see the director for any pre-requisite training required. Due to limited transportation, please do not bring siblings. Parents may be asked to provide their own transportation. Parents may accompany child at their cost if there is a behavior concern.

- H. Field trip schedules may be subject to change due to weather or other uncontrollable circumstances.

#### **IV. Children's Responsibility:**

- A. Children may bring books, toys, games (excluding electronic devices), etc. from home. Items brought from home will be the sole responsibility of your child. WKC is **NOT** responsible for personal items that become lost or broken while at camp.
- B. No toy which resembles a weapon or that may be used as weapon is to be brought to Kids' Club (*i.e., guns, knives, bombs, etc.*).
- C. **No cell phones or electronic devices (including handheld games and tablets)**, may be brought from home. If such devices are found, they will be taken to the Camp Director's office for a parent/guardian to pick up.  
All communication to children enrolled in Kids Camp should be directed through the church office at **317-271-7607. or by emailing at [mwhite@wsnaz.org](mailto:mwhite@wsnaz.org)**.
- D. Toys that are inappropriate in nature or are misused may be taken away from your child at the discretion of the Kids' Club staff, to be returned to a parent at pick-up.
- E. Children must participate in all scheduled activities. Failure to do so may result in suspension of services. (*Children may be excused from specific activities for a designated period of time with a doctor's written prescription.*).

#### **V. Food:**

- A. Children enrolled in the summer Kids Camp program will be provided with appropriate AM and PM. snacks. Please do not bring/pack lunch food/snacks for your child that contains peanuts/nuts or peanut butter/hazelnut spread. Due to government health regulations, all special-event snacks brought to camp by children must be store purchased, not homemade.
- B. Food allergies will be dealt with according to "Child and Adult Care Food Program" requirements. Please complete a "Special Dietary Needs" form for any medical or non-medical conditions in regard to meals. See the director for additional information.

#### **VI. Medications:**

- A. All medications will require completion of the following items:
  - 1. All medications must be in their original bottles.
  - 2. The child's name must be on the original bottle.
  - 3. All medications must be accompanied by a doctor's signed prescription.
  - 4. No outdated medication will be administered.
  - 5. All medications must be signed in on the medication board in the office. No over-the-counter medications will be given without a signed doctor's prescription on file.

#### **VII. Late Charges:**

- A. Each parent is expected to make arrangements to pick children up no later than

6:00pm.

- B. Children who are not picked up by 6:00pm shall be escorted to the Kids Camp office, where staff will make attempts to contact the parent.
- C. Failing that, staff will call other authorized pick up individuals as designated by the parent/guardian in the registration process.
- D. If staff cannot make contact with individuals authorized to pick up the child, other steps may be taken.
- E. A late fee of \$1.00 per minute/per child will be charged after 6:00pm. This fee is to be paid when the child is picked up.
- F. Repeated offenses of the pick up time or failure to make Late Fee payments may result in suspension of service for the remaining days of camp.

**VIII. Sunscreen, Insect Spray & Hand Sanitizer:**

- 1. Written permission for sunscreen, insect spray and hand sanitizer use must be on file in the Kids Camp office.
- 2. Parents must supply sunscreen for their child.
- 3. Bottles should be clearly labeled with your child's name and given directly to Kids Camp staff.
- 4. Sharing of sunscreen between campers will **NOT** be allowed.
- 5. Children are expected to apply their own sunscreen. They may request assistance from a staff member, who will be happy to help. If the child refuses to apply their own sunscreen, it is not the responsibility of the staff to apply it.
- 6. It is your responsibility as the parent to retrieve any unused portion of your child's sunscreen at the end of the season. If it is not picked up at the end of the summer it will be disposed of.
- 7. If you choose to supply insect spray and/or hand sanitizer for your camper, the above listed rules will apply for use of these products.