

CAMP CADETS HANDBOOK FOR STAFF

ORIENTATION

All staff members must attend a two-hour paid orientation set by the director before the first day of care.

REGISTRATION

All families must complete the following paperwork to be admitted into the Camp Cadets program.

1. Family Registration Form – Procure
2. Media Consent Form
3. Swimming Pool Permission Form
4. Registration Handbook for Families
5. Contract

STAFF MEALS

All staff members receive breakfast, lunch and snacks free of charge.

RATE DISCOUNT

Camp Cadets program staff are eligible for a 50% discount on daily rates for their children attending the program.

TIME OFF

If staff are sick or unable to work, please contact the director as soon as possible.

CONFIDENTIALITY

All employee records will be kept confidential.

All records, photos and information with respect to children receiving childcare services in our program are kept confidential. Due to the sensitive nature of information you will know, it is extremely important to keep sensitive information confidential. Information should be shared on a 'need to know' basis only.

Sensitive information should not be shared in any public area of the program. When documenting or discussing information on a child, do not include the names of other children.

MEDIA RELEASE

At no time should staff take pictures of children and post them to their personal social media sites. Children cannot be photographed without permission from their parents/guardians. Staff members can take pictures of children with permission and send those pictures to their parents via Remind, or to post



around the room. The director may ask staff to take pictures of children which we've received permission from to use in promoting the program.

CHILDCARE RATIO

To help make sure children are adequately supervised, the Camp Cadets program uses 1 staff for every 14 children ratio.

PROGRAM ELIGIBILITY

The Camp Cadets program is offered to any student entering kindergarten through sixth grade. In the event of limited Camp Cadets program capacity, priority will be given to Sargent Central Public School students.

STAFF SCHEDULES

Staff schedules will be determined by the director. Staff members are expected to use the iPad to sign in and out of each shift.

If staff are unavailable to work on certain days, please let the director know at least a week in advance. If a staff member is unable to work their scheduled shift, they need to let the director know as soon as possible. The director will be responsible for finding another staff member to cover the shift.

STAFF SCHEDULE

Shift A - 10 hours, 6:45 am – 4:45 pm

Shift B – 10 Hours, 7:15 am – 5:15 pm

Director – 8 hours, 7:30 am – 3:30 pm

- The A and B shifts may be split into shorter shifts
 - o From 6:45 am – 12:00 pm and 12:00 pm – 5:15 pm

EMPLOYEE PHONE POLICY

Phones are used in this program as a communication device. Please try to limit any personal phone use.

SUPERVISION OF PARTICIPANTS

To protect program staff and program participants, at no time during the program may a staff member be alone with a single child where they cannot be observed and/or interrupted by others. All children registered into programs should be supervised by Camp Cadet staff. This includes bathrooms, locker rooms, and changing areas.

DISCIPLINE MATRIX

Children enrolled in the program are expected to follow the Sargent Central Elementary CADETS Expectations (Caring, Act Respectful, Do Your Best, Engaged Learner, Take Responsibility and Safety First)

Discipline Matrix*			
	Level One	Level Two	Level Three
Example of Child Behavior	Breaking program rules, playground, and/or pool rules Disrespect Failure to cooperate with any adult Inappropriate language/gestures Teasing or name-calling	Repeated Level 1 Behavior Automatic Level 2 Physical or Verbal Threats Property Misuse – Intentionally engages in misuse Stealing *Minor Aggression	Repeated Level 2 Behavior Automatic Level 3 Leaving school property without permission Major Theft Major Vandalism – deliberately impairs usefulness of property *Major Aggression/Assault
Discipline Decisions By:	Staff Member	Director	Director
	1st Offense – Miss 10 minutes of free time and/or activity to complete assigned duties 2nd Offense – Miss 20 minutes of free time and/or activity to complete assigned duties 3rd Offense – in level 1 promotes a level 2 and reteaching activity	1st Offense – miss 30 minutes of free time and/or recess to complete assigned activity 2nd Offense – miss 1 hour of free time and/or activity to complete assigned duties 3rd Offense – in Level 2 promotes to Level 3 and reteaching activity	1st Offense – Immediate parent pick up and rest of the day suspension from program 2nd Offense – Immediate parent pick up, rest of the day and the next day suspension from program 3rd Offense – Termination from program.

*This discipline level rubric is a guide. The behavior and consequences are not limited to the ones mentioned. Other inappropriate behaviors will not be tolerated, and consequences will be administered depending upon the severity determined by the director. Other consequences may be administered in accordance with the law, school policies, and the director’s discretion.

RELEASE OF CHILDREN POLICY

At the time of enrollment, parents/guardians will be required to complete a provided pick-up form which asks for the names and dates of birth of all individuals who will be authorized to pick up their child(ren). If parents/guardians would like to add an individual to the list, they must do so in writing to the director at least 24 hours in advance.

PICK-UP/DROP-OFF

Families can use the main school doors (#1) to enter and exit the program.

Authorized pick-ups may be asked to present a government-issued photo ID to staff before signing out the child to verify identity and pick-up authorization. If a government-issued photo ID is not presented at pick-up, the child will not be released until the pick-up's identity is verified.

Children will only be released to the child's parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s). If an individual comes to pick up a child and the person is NOT on the pick-up list, then the staff member must contact the parent to ensure that this is an acceptable arrangement. The parent will then be asked to provide the director with the person's information and give written consent for the child to be released to this individual. No child will be released without written authorization to do so.

If there is a situation where a non-custodial parent has been denied access, or granted limited access, to the child by court order, the program must secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fails to pick up the child at the time of the program's daily closing, the staff members must ensure that the child is supervised.

The staff members must contact the parents as to their whereabouts. If there is no response from the parents or any of the authorized pick-ups, and the director is not on site, then the staff member should contact the director and make him/her aware of the situation with the child.

If after an hour or more past closing time, and provided that other arrangements for releasing the child to his or her parent(s)/guardian(s) or authorized person(s) have failed and the staff members cannot continue to supervise the child, the staff members must call the local authorities to seek assistance in caring for the child until the parent(s)/guardian(s) or person(s) authorized by the child's parent(s)/guardian(s) is able to pick up the child.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, then the staff members must not release the child to such an impaired individual. The staff members should first attempt to contact the child's other parent/guardian, or an alternative person(s) authorized by the parent(s)/guardian(s). If the staff members are unable to make alternative arrangements, a staff member must call the local authorities to seek assistance in caring for the child.

DROP-OFF/PICK-UP PROCEDURES

Parents/guardians are expected to bring their child into the building and use the iPad to check their child into the program. Anyone picking up the child is required to come into the building and check their child out using the iPad. The program will not let children leave the building without being checked out on the iPad by an adult on their verified pickup list.

LATE PICK-UP POLICY

If parents/guardians arrive 5 minutes after the program's scheduled end time or the child's contracted time, they will be charged \$1/per minute, per child thereafter. Late fee payments will be automatically charged to the credit card and/or banking information on file.

BASEBALL THROUGH THE FORMAN PARKS AND RECREATION

When available, a licensed staff will drive the kids to and from baseball practice from the school using appropriate transportation.

SWIMMING LESSONS THROUGH THE FORMAN PARKS AND RECREATION

When available and applicable, staff will aid and support the transition of the child(ren) to and from swimming lessons.

SUN SAFETY POLICY

Camp Cadets is committed to ensuring that all children and staff are protected from skin damage caused by the harmful UVB and UVA rays of the sun. The following sun safety guidelines will be implemented for all staff and children.

1. Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.
2. Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat-related illnesses.
3. Apply broad-spectrum, water-resistant SPF 30 or higher sunscreen to all exposed areas and rub in well – especially the face (avoiding the eye area), nose, ears, feet and hands and rubbed in well – 30 minutes before exposure to the sun and every two hours while in the sun. If playing in water, reapplication will be needed more frequently. If the skin is broken or an allergic reaction is observed, staff will discontinue use and notify the parent/guardian.
4. Provide sufficient areas of shade in the outdoor play area and encourage children to seek shaded areas for outdoor activities.
5. Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather.

ELECTRONICS

There will be times throughout the day when the kids will be allowed on electronics. Children may have access to a Nintendo Switch, Play Station 5, Wii, iPads, or other devices as approved by staff.

STAFF RESPONSIBILITIES - MINIMUM

- Supervise the kids at all times to maintain safety and well-being at all times
- Provide and support a positive environment

- Open and effective communication with parents/guardians regarding their child's progress, behavior, and any concerns
- Implement safety protocols and procedures, including emergency procedures, to ensure a secure environment for children
- Monitor children for signs of illness or injury and respond appropriately
- Implement positive discipline strategies to encourage appropriate behavior and manage challenging behaviors effectively
- Assist in preparing and serving meals
- Help clean as needed
- Work collaboratively with other staff members to ensure smooth operation and consistency in care
- Report any injuries to the director
- Make sure the adult picking up the child is on the approved pick-up list
- Make sure all kids are checked out of ProCare when they leave the program
- Ensure that children do not depart from the childcare premises unsupervised, except when the parent and provider consent that an unsupervised departure is safe and appropriate for the age of the child. The provider must obtain written parental consent for the child to leave the childcare premises unsupervised, which must specify the time the child is leaving
- Maintain confidentiality regarding sensitive information about children and families, adhering to privacy laws and regulations

STAFF QUALIFICATIONS - MINIMUM

- Each staff member must be at least sixteen years of age, must be an individual of good physical, cognitive, social, and emotional health, and must use mature judgment when making decisions impacting the quality of childcare
- Each newly hired staff member with responsibilities for caring for or teaching children must attend an onsite orientation to the childcare program prior to the start of the program
- The director must document the orientation of each staff member on an orientation certification form
 - o The orientation must address
 - Emergency health, fire, and safety procedures for the school-age childcare program
 - The importance of handwashing and sanitation procedures to reduce the spread of infection and disease among children and staff member
 - Any special health or nutrition problems of the children assigned to the staff member
 - Any special needs of the children assigned to the staff member
 - The planned program of activities at the school-age childcare program
 - Rules and policies of the school-age childcare program
 - Child abuse and neglect reporting laws

GRIEVANCE PROCEDURE

If any concerns or complaints about the Camp Cadets program, please address them with the director as soon as possible. If you have a complaint that you feel is not being addressed, you may contact the superintendent at Sargent Central Public School.

STATEMENT OF ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read the Camp Cadets Handbook for Staff. I understand that the handbook contains important policies, procedures, and guidelines related to my role as a childcare staff member.

By signing below, I confirm that I agree to abide by the terms and conditions outlined in the handbook. I understand that failure to comply with these policies may result in disciplinary action, up to and including termination of employment.

I further acknowledge that it is my responsibility to familiarize myself with the contents of the handbook and to seek clarification from management if I have any questions or concerns.

Signature of Employee

Date

Signature of Camp Cadets Director

Date