



Children's Cooperative PlayCAMP 2019

Handbook and Policy Manual

2025 Ephesus Church Rd.

Chapel Hill, NC 27517

(919) 403-0121

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email: coopdirector@gmail.com

Serving children 2-5 years of age

Camp Hours: 9:00am-1:00pm

Week	Dates		Theme
Week One	6/17-6/20	4 day	By the Pond
Week Two	6/24-6/28	4 day, MW or TTH option	Art Explosion
Week Three	7/1-7/3	3 day	To the Beach
Week Four	7/8-7/12	5 day 2,3, or 5 option	Mad Science
Week Five	7/15-7/18	4 day	Sports and Games
Week Six	7/22-7/25	4 day	Rainbows
Week Seven	7/29-8/2	5 day 2,3, or 5 option	Fantasy Forest
Week Eight	8/5-8/8	4 day	Construction/Fix-It

General Information

Hours

Camp hours are from 9:00 a.m. until 1:00p.m. Before 9:00 a.m. and after 1:00 p.m., parents are officially responsible for the care of their child. We do allow a 5-minute grace period before a late pick-up fine will be applied. If you arrive after 1:05 p.m., a \$10 late fee will be charged. You will then be charged \$1 per minute in addition for every minute you are late. As an example, if you arrive at 1:08 p.m., you will be charged a total late fee of \$12.00. A late fine will be assessed each day you are late to pick up your child.

Child Pick-up Policy

1. Parents/legal guardians are to indicate on their child's emergency cards ALL adults who are authorized to pick up their child.
2. Parents are responsible for alerting teachers to any changes to their child's pick-up list IN WRITING.
3. In order for a non-custodial parent to claim a child at camp, the school must have on file written permission from the custodial parent authorizing the pick-up.
4. If a parent or any other person responsible for pick-up arrives intoxicated or otherwise unable to safely care for the child, the teachers will call the emergency backup number on the child's emergency card. If the teachers have reason to believe that the child's safety would be in danger with the person picking them up, the staff may refuse to let the child go with the intoxicated individual until a police officer has been called to come and assess the situation. In this event, at least two staff members will remain with the child until an officer arrives.
5. Each day, the parent dropping off their child will sign their child in upon arrival. The parent picking up their child will sign their child out upon removing them from the camp.

What to Bring to PlayCAMP

1. A **backpack or bag with your child's name clearly displayed on the front**. This will serve as your child's cubby for your child's stay at our camp.
2. A **full change of clothes with your child's name on them**. We always get wet and messy at camp and will often need to change clothes!
3. If your child is still in diapers, please keep a **supply of diapers** in your child's bag.

4. Any special **comfort objects** that your child uses. These can be kept in your child's bag or your child may carry them with him/her.
5. **A snack labeled with your child's name.** *Please bring this to the snack bin on the Playground.* When choosing foods for snack, please keep in mind that this space is not refrigerated and that snack will remain there for at least an hour.
6. **A water bottle/sippy cup labeled with your child's name.** *Please bring this to the Playground.* We will always provide water for the children throughout the day.
7. **A lunch in a covered container or lunchbox with your child's name on it.** Please be sure to include **an icepack, drink, and any necessary utensils** in your child's lunch. *Teachers are not able to heat lunches.*
8. On Water Days (see **Water Days information paragraph for more details**), please send your camper in their **swimsuit and shoes that can get wet** (Crocs, Texas, or water shoes are all fine), and a **towel with his/her name clearly labeled on it** in his/her bag. **Also, if your child is in diapers, please send them in a swim diaper! We will have water play immediately upon arrival!**
9. All forms must be completed and brought to school before the first day of camp. We cannot permit you to drop off your child without having these forms completed:
 - a. **Two completed Emergency Cards for EACH child**
 - b. A completed PlayCAMP Hold Harmless Agreement
 - c. An Allergy Action Plan if your child has allergies
 - d. A Health Inventory form
 - e. A PlayCAMP Handbook Information and Waiver

****if you are a current co-op member, we will only need the Handbook Waiver. For community campers, we will email the forms to you once you are registered.**

What to Do When Dropping your child off for PlayCAMP

1. **Park** in the main parking area to the right of the church (when facing the Ephesus Baptist Church).
2. **Enter the school** by passing through the carport and following the front porch to the front door.

3. **Place your child's bag in the main room** on/under the hook labeled with his/her name. **Hang his/her lunchbox** from the hook.
4. Make sure you have applied **sunscreen** (and bug spray) to your child prior to the beginning of camp.
5. **Take your child, the water bottle, and your child's snack to the Playground** (follow the gravel path toward the church), where the staff will greet you. This may differ slightly on water play days—the teachers will let you know what to do on those days!

Snack and Lunch

Snack is provided by families and is placed in the snack box. The snack box will generally be located on the playground, which is where the children will most often spend the first part of their day. On water days and rainy days, the snack box will be on the inside front table. Snack must be **labeled** with your child's name. We encourage you to send a non-perishable healthy food, such as fruit, veggies, crackers, pretzels, or granola bars. Candy and cookies are discouraged for snack.

Lunch is also provided by the families and is placed on your child's hook in the main room. Please remember the following:

1. Be sure to label your child's lunch clearly with his/her name.
2. **Place an icepack in your child's lunch, as we do not have enough refrigerator space to store children's lunches.**
3. **Pack a drink and a fork or spoon if necessary.**
4. **If your child is having a "hot" lunch, please warm the food at home and pack it in a Thermos, as staff cannot heat children's lunches.**

Water Days

- Water Days will be held on: **1) On Thursdays & Fridays during 5 day camps, 2) On Thursdays during straight 4 day camps, 3) On Wednesday during our 3 day camp and 4) On Wednesday and Thursday during 4 day camps with a 2 day option.**
- Campers are offered the opportunity for water play in several water tables and wading pools.
- On water days, we encourage you to bring your child in a **swimsuit and shoes that are water resistant. If your child is in diapers, please send them in a**

swim diaper. They will be able to play in the water for approximately one hour during the camp day.

- If your child still wears diapers, **it is essential that you provide SWIM DIAPERS** in his/her cubby on water days. Conventional diapers absorb excessive amounts of water and often leak the absorbent gel into our water play areas when worn for swimming. We cannot allow a child wearing a conventional diaper to participate in our water day activities.
- **Please put SUNSCREEN on your camper before camp!**

Health and Safety

The Children's Cooperative PlayCAMP uses the following guidelines to determine if children should attend camp when ill. If your child is sick or has a rash or fever, please consult these guidelines before bringing your child to PlayCAMP.

These ***Guidelines for Illness*** are based directly on the guidelines specified in Caring For Our Children, Second Edition, a collaborative of the American Academy of Pediatrics, American Public Health Association and the National Resource Center for Health and Safety in Child Care.

If illness occurs while at camp, the parent, legal guardian, or other person the parent authorizes shall be notified immediately when a child has any sign or symptom that requires exclusion from the facility. The Playschool shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exists:

- a) The illness prevents the child from participating comfortably in activities as determined by the childcare provider;
- b) The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children as determined by the childcare provider;
- c) The child has any of the following conditions:
 - 1) Fever. (Must be fever free for 24 hours before returning to PlayCAMP)
 - 2) Symptoms and signs of possible severe illness until medical professional evaluation finds the child able to be included at the facility. Symptoms and signs of possible severe illness shall include: lethargy that is more than expected tiredness, uncontrolled coughing, inexplicable irritability or persistent crying, difficult breathing, wheezing, or other unusual signs for the child.
 - 3) Diarrhea, defined by more watery stools, decreased form of stool that is not associated with changes of diet, and increased frequency of passing stool, that is not contained by the child's ability to use the toilet. Children with diarrheal illness of

infectious origin cannot return to school until 24 hours after the diarrhea resolves or until a health care provider determines that the cause of the diarrhea is not contagious and the child is not in danger of dehydration. Children with diarrhea caused by *Salmonella typhi*, *Shigella* or *E. coli* 0157:H7 should adhere to the following guidelines. For *Salmonella typhi*, 3 negative stool cultures are required. For *Shigella* or *E. coli* 0157:H7, two negative stool cultures are required.

- 4) Blood in stools not explainable by dietary change, medication, or hard stools;
- 5) Vomiting illness (one or more episodes of vomiting in the previous 24 hours). Child cannot return to school until 24 hours after the vomiting resolves or until a health care provider determines that the cause of the vomiting is not contagious and the child is not in danger of dehydration.
- 6) Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs or symptoms;
- 7) Mouth sores with drooling, unless a health care provider or health department official determines that the child is noninfectious;
- 8) Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease;
- 9) Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until after treatment has been initiated. In epidemics of non-purulent pink eye, exclusion shall be required only if the health authority recommends it;
- 10) Pediculosis (head lice), immediately, until the child is nit-free.
- 11) Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever.

Other Health and Safety Measures

It is important that parents inform the staff of any allergies (food and other) and any medical conditions that each child has. Parents of children with allergies should complete an Allergy Action Plan. This information should also be included on the child's health inventory.

If medicine is to be administered, bring a signed note giving directions and authorization. Medicine must be in labeled prescription bottles or boxes.

We recognize that preschool children will come to our camps varying degrees of toileting skills. We seek to work with families and children around children's toileting needs. However, should a child wearing underwear have more than three urine accidents or more than two stool accidents while at the PlayCAMP, we will require that the child

attend the remainder of the camp sessions wearing Pull-Ups in order to maintain sanitary conditions for all students.

NO SMOKING IS ALLOWED ON THE PREMISES

Cleaning Toys and Room The teachers follow these procedures to keep the classrooms clean:

- Use sanitizing spray on toys that have been in a child's mouth daily
- Clean or use sanitizing spray on all toys at least once a week
- Wipe down all tables before every snack or meal and at the end of the day
- Wash dress up clothes and soft toys as needed

Diapering

- We change all children in diapers at least once during the four hours and as needed
- Teachers should wear gloves for all diaper changes
- Diapers shall be disposed of in a sealed container
- Spray diaper pad will be sprayed with sanitizing cleaner after each use
- We wash hands after each diaper change
- When underpants or pants are soiled, use same protocol as diapers (clothes in sealed plastic bag to go home and wear disposable gloves to change and clean up child)

Administering First Aid

- Minor injuries are to be treated by Teachers. Teachers and CPR and First Aid certified.
- Latex gloves are worn when administering first aid
- Should an injury or illness appear to require medical attention, Teachers will
 - 1.) Phone 911, if circumstances warrant
 - 2.) Call parent of child

Meet the Staff

Amy Hart earned her BA from UNC-CH and has been teaching for 24 years, ages birth through kindergarten. She has over 100 hours of Early Childhood coursework and training. She has been at our school for 17 years, and has taught all ages at the Co-op. Amy has three children of her own, ages 24, 26, and 28. She is currently teaching our two-year-old Sunbeam class five days per week.

Kinsey Wennerstrom earned her BS degree from University of North Carolina at Chapel Hill in Economics. After a career in finance, she joined the co-op team in 2006 as the teacher of the Dewdrop and Ladybug class (the one and two year olds). Now, she serves

as the Director of the school. Kinsey and her husband Jim have 3 children: ages 20,18, and 14. Her youngest daughter, Georgia, is a proud alumna of the co-op!

Tonya McGuire is our Rainbow teacher at the co-op! Prior to joining the co-op community, Tonya worked both as a nanny and preschool teacher. Tonya recently earned her degree in early childhood education. She lives in Mebane and has 2 children of her own!

Lauren Fitzpatrick went to school at The University of Illinois at Chicago for English and Education. She has been working with preschoolers, mostly 4 and 5 year olds, for the past 10 years at local 5-star centers. She returned from Korea last year after teaching preschool in the southern city of Busan for two years. It was a great experience, but she is happy to be back with friends and family at CCP!

Amy Mitchell is our Dewdrop teacher at the co-op. Amy graduated from East Carolina University with a degree in early childhood education. She also worked at the co-op years ago as the Wildflower teacher! Amy is excited to begin her second year at summer camp this year! She and her husband Charlie have 3 children of their own—you may see Anna and Caroline helping us at camp this year!

Fabia Simpson is originally from the UK, and has a background in Dance and Performing Arts She has been teaching dance to children and adults in the Triangle area for over 15 years. Fabia was a substitute teacher at the co op for 5 years before joining as the Ladybug Teacher. She is the mother of two Playschool graduates.