



Dear Parents,

On behalf of the Linn J4 School Board, welcome to Camp Traver.

PLEASE READ THIS HANDBOOK CAREFULLY TO UNDERSTAND THE POLICIES AND PROCEDURES OF CAMP. YOUR CHILD(REN) CANNOT ATTEND CAMP WITHOUT REGISTRATION.

*In order to register your children for Camp, you must read the handbook, fill out the registration form, purchase group snacks, and hand in a \$20 deposit on the door swipe card (per card).*

If you have any questions after reading through your parent handbook, please direct them to me, Allyssa Andersen, or Melissa Chernouski, our secretary.

Thanks!

Allyssa Andersen

District Administrator

262-248-4067, ex. 222

[allyssa.andersen@traverschool.org](mailto:allyssa.andersen@traverschool.org)

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*Camp Traver is under the jurisdiction of Linn J4 School District and is bound by district policy and procedures. The Linn J4 School Board reserves the right to change this handbook any time as deemed necessary to meet the needs of the children or to comply with changes in state and local law. This may occur with or without consultation with the parents. If changes in any of these policies should occur, parents will be informed and provided with a revised copy within 30 days. To the extent that the handbook is ambiguous or conflicts with district policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior Camp handbook.*

## **CAMP DAYS AND HOURS**

Camp Traver is available both before and after school from 6:30 AM until school starts and after school to 5:30 PM when school is in session.

Camp is in session on school days from September 1, 2022 through June 2, 2023, and coincides with Traver's Academic Calendar.

Camp will be held on Early Release days until the normal 5:30 PM time.

If school is closed for full days off or for virtual instruction, Camp will not be offered.

## **Goals**

- Uphold the Traver Traits of respect, excellence, community, integrity, perseverance, and empathy.
- Provide a safe, fun place for enrichment for our community's children.

## **Discrimination Clause**

The Linn J4 School District does not discriminate on the basis of age, race sex, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Camp Traver is open to school-age children in 4 year old kindergarten through eighth grade in the district, regardless of district enrollment.

## **Enrollment**

Enrollment is determined by the teacher/child ratio, the space available, the date when care is required, age limits and the appropriateness of service of the child's needs.

## **Special Needs**

A child will be admitted as long as his/her special needs can be met by our staff. There will be a two (2) week trial period at which time the parent and Camp Traver staff will review our ability to meet the student's needs. If it is determined that the Center is unable to adequately meet the student's needs, the student will be dismissed from the program.

## REGISTRATION

- Any child in the community enrolled in 4K through 8th grade is welcome to attend. There is no fee for this service to the families.
- Parents must keep the information on all forms updated and notify us immediately of changes—especially phone numbers and authorized people.
- Families must submit completed registration form and have read this handbook.
- Families must make a \$20 deposit for each entry swipe card they request. The \$20 will be returned upon receipt of the working card(s). If the card no longer works or is not returned, the family will forfeit the deposit.
- Families must purchase food items to share with the group. **Items are due the 1st of the month and are per child.**
  - AM Campers: 2 large snacks for the group to share per child attending.
  - PM Campers: 2 large snacks for the group to share per child attending.
  - **If your children attend both AM and PM Camp, you must provide both the AM and PM Camp food requirements per child attending.**
- We encourage families to purchase games and activities for the camp for all the children to enjoy.
- There is no transportation to or from camp.
- Complete the Camp Traver Registration Form:
  - Both front and back of the form for each child
  - Additional forms as necessary

## Forms

All submitted information will be kept confidential and will only be shared with Camp Traver staff as needed.

## ATTENDANCE

Communicate any necessary information about your child to the Camp Traver staff. Please share any school-related information to the school separately. Camp Traver staff is not responsible for relaying messages to the office.

If there is a custody agreement, the camp is legally bound to respect the wishes of the parent with the legal custody. The school must have a certified copy of the most recent court order. If there is no court order on file, the staff will not accept responsibility for deciding which parent has legal custody.

### Entrance/Exit

Camp is located in the first classroom at the bottom of the large staircase off the cafeteria. All Camp Traver children will be dropped off and picked up at Door 10 in the front of the school (it is the door by the elevator, opposite of the main entrance). The door is locked at all times.

**There is a door swipe system on Door 10. Parents swipe the card to enter the school, go down the stairs from that entrance, and go to the classroom to drop off or pick up their child. Please do not drop off your child in the morning without seeing a Camp Leader.**

If the children are not in the classroom, there will be a sign which tells parents where the children are in the building. Parents may travel through the school to find their children if necessary.

### AM Arrival

- **Please enter at Door 10 with your swipe card and escort your children to the Camp classroom downstairs. Staff will greet you and sign your child in on the clipboard.**
- *If plans change and you will drop off your child after 8:00 AM, please call and let camp staff know your child will not be at camp. You will follow the regular drop-off procedure for students, which is at the rear entrance of the school at Door 4. Your child should not be dropped off at the camp entrance after 8:00 AM.*

### PM Departure

- Enter Door 10 with your swipe card and go to the Camp classroom downstairs. Upon picking up your child, staff will sign out your child on the clipboard.
- For your child's protection, only authorized persons may sign a child out of the camp. Anyone unfamiliar to Camp Traver staff will be asked for photo identification.

- A list of persons authorized to pick up your child must be noted on the registration form.
- No child will be released to the care of anyone less than 16 years of age.
- If you are running late, please call school. If voicemail picks up, follow the instructions on p. 4 of this handbook.
- Late pick ups will be charged \$1.00 per minute until the child is picked up. Chronic late pickups will be grounds for dismissal.
- If your child has not been picked up by 6:00 PM, or 30 minutes after the Camp ends, the local authorities will be called.
- In the event that the authorized pick up appears to be impaired by drugs or alcohol, Camp Traver staff will ask the adult to arrange alternative transportation. If the adult is unwilling to do so, the matter will be referred to local authorities. The district is morally and legally responsible if a child is released to an impaired person.
- *If your child is a car rider: if plans change and you will pick up your child at regular dismissal time (3:35-3:45), you will follow the regular pick-up procedure for all students (found on p. 8 of the school's student handbook). Your child will not be at the camp entrance.*

### **Late Pick-Ups**

*Camp ends at 5:30 PM. Parents are expected to pick up their children on or before this time. If you know you will be late, please call. After 5:30 PM, if the child is still at Camp, parents will be charged \$1.00 per minute until the child is picked up. If the child is not picked up by 6:00 PM, Town of Linn Police will be called to investigate the parents' whereabouts.*

### **Absence Policy**

Please notify us if your child will not be attending Camp Traver on a normally scheduled day by calling school, 262-248-4067. If the messaging system picks up, dial 233 at any time during the message and the call will be forwarded to the Camp Traver classroom. If no one answers, please leave a message.

This may seem redundant, but after speaking to staff or leaving a voicemail, please hang up and call 262-248-4067 again. If the messaging system picks up, dial 221 at any time to leave a message for the main office. Please tell the office that your child will be absent, arriving late (say if your student

needs a hot lunch), or any other details that are important to share. Camp staff are not responsible for relaying messages to the office for school-day absences.

Of course, if you reach the office and are able to speak to someone, please do share information for both the camp and regular day.

For after school camp changes, please call the office as soon as possible. A message will be relayed to Camp Traver staff.

### **Camp Withdrawal**

- Linn J4 School District reserves the right to withdraw a child from the camp if, at staff discretion, the enrollment of the child negatively affects the camp.
- Families are required notify the office if their children withdraw from Camp.
- There will be no return of snacks or other items donated or purchased for the good of the camp.
- The swipe card issued to the parents must be returned at the end of the school year. The deposit money will be returned to the parents upon receipt of the card only if the card is in working order.
- Your signature on the registration form verifies your agreement and understanding of this policy.
- The district reserves the option to withdraw a child for any of the following reasons:
  - Continuous disruptive, physical, or negative behavior by the child.
  - Behavior that is dangerous to other children and/or camp staff.
  - Repeated failure of parents to pick child up on time.
  - Failure to provide the camp with forms or current medication information as stipulated by the district and this handbook.
  - Hostility by parents towards Camp Traver staff.

## **Schedule Changes**

- Camp Traver is not a “drop-in” program. Children are only allowed to be at camp on pre-arranged days.
- If you wish to make a change to your child’s schedule, notify the office. Space is limited; you may be denied adding time.
- You may need to complete additional paperwork.

## **Swipe Card System**

Parents will be issued a swipe card to enter through Door 10 of the building. Parents may request more than one card. We require a deposit of \$20 per card in case of loss. The \$20 will be returned upon receipt of the working card(s). If the card no longer works or is not returned, the family will forfeit the deposit.

Parents may not “roam” in the school. Please go only to the designated areas where Camp children may be.

Make sure the door is secure when you exit the building by pulling the handle after you exit.

## **Emergency School Closings**

The Camp Traver is closed when the Linn J4 School District closes due to inclement weather. You will be notified by the school district of any closings before or during the school day.

If the school cancels after-school activities due to weather, we will make every attempt to run Camp Traver in the afternoon. We ask that you arrange to pick up your child at your earliest convenience to ensure the safety of your family and our staff.

## **Illness**

Camp Traver does not provide sick care. Please do not bring a child that is ill to camp.

If your child becomes ill while at camp, we will notify you and/or the emergency contact. Because we are not authorized to provide sick care, a parent or authorized pick up must pick up the child within one hour of being contacted.

If your child leaves school early and they are enrolled in our after school camp, please follow our absent child policy found on p. 4 of this handbook.

## Cleanliness

- Children and staff will wash their hands with soap and running water before and after eating, preparing food, and going to the bathroom.
- Cups and eating utensils will not be shared and will be sanitized.
- Eating surfaces will be washed and sanitized before and after each use.

## Nutrition & Food Allergies

All staff having direct contact with children will be informed of food and other allergies of the children. Allergies must be communicated on the child's registration form and updated at least annually. We are not able to accommodate special diets.

Snacks/foods will be offered to all children in both the before and after school camps.

The School Board established that this program is free to families. Because of the significant cost-savings to families, they ask that families contribute food to the camp for the children who attend.

**Parents must provide snacks to share with all children in the camp.** We ask that the snacks are healthy, store-bought and packaged. Fruits and vegetables are encouraged as well. Please avoid foods with peanuts. This is a common allergy for children.

Water is always available and encouraged. Children are encouraged to bring reusable water bottles to keep at the camp.

If you would prefer to pack breakfast and/or snacks for your child individually, you may. Please still follow the guidelines of healthy food. ***You must still purchase food to share with the group.***

Staff will sit with the children during snack. Food will not be used as a reward or punishment.

We will follow a similar routine each snack time to create a familiar environment for all students.

***The schedule for shared food is 2 packages per child per month, AM or PM. For example, if your child is in both AM and PM camp, you'll need to provide 4 sharable packages. If you have more than one child, multiply by 2— 2 children = 4 sharable snacks per camp time.***

All snacks should be sent in the first of the month. If we run short on food during the month, staff will send home notes asking for an extra contribution to get the camp through to the next month.

## **MEDICAL TREATMENT**

### **Minor Injury**

If your child suffers a minor injury, such as a scratch, bump or bite, our first step is to administer first aid, if necessary. Superficial wounds shall be cleaned with soap and water only and protected with bandages and a cold compress for comfort. Parents will be informed of injury.

### **Serious Injury**

Serious injury is defined as one that requires professional medical treatment such as, but not limited to, burns, concussions, wounds, poison and broken bones. In case of serious injury, the staff person in charge shall make an immediate assessment of the condition of the child and the decision for treatment. If paramedics are to be called, parent(s)/guardian(s) will be notified by phone as soon as it is practicable.

### **Accident/Incident**

Any time your child is involved in an incident or accident while at Camp Traver, our staff will inform you at the close of the day. If staff will not see you, they will write a note.

### **Medication Administration**

Camp Traver staff will not give out medications. If your child needs medication, the school office staff is authorized to administer medicine during the regular school day.

## **BEHAVIOR**

The Camp Traver wants all children to feel safe and happy while in the care of our staff. Staff are expected to remain calm and gentle with the children.

Staff will be respectful of the children's needs. They will give choices and encourage communication and negotiation skills between children.

Staff will talk to the children about expectations and what is considered appropriate behavior.

Staff will encourage children to express their feelings by providing acceptable avenues: physical activities, discussion, group activities and communication.

If behavior cannot be improved by the above description, the staff will address and document the issue directly with the child. The child may be removed from part of a whole activity in order to discuss the incident. A child may be dismissed from Camp Traver if the documented behavior continues.

## Child Abuse Prevention

Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, a report will be made to authorities. Staff will not release a child to anyone other than those listed on the registration form. Children will never be alone without staff supervision, observation and interaction. Staff will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food or shelter. Under no circumstances should a staff member interrogate the child or cause them to feel responsible for the abuse/neglect. The staff person's responsibility is to report and cooperate with the investigation. Confidentiality is of utmost importance. Details of the situation will only be discussed with the District Administrator.

## DAILY SCHEDULE

Camp Traver staff may plan activities and games for the children and children will also have choices. Children are encouraged to bring homework and read during Camp Traver. The gym may be utilized as well as playing outdoors when weather permits. Please dress your child appropriately.

## Parent Involvement

- On-site staff is available daily to discuss any parent concerns.
- We will notify families of any special events or celebrations and offer opportunities to contribute.

## Personal Items

- Please do not bring any personal items of yours from home. **Personal electronics may not be brought to our Camp. If your child has a personal device, such as a cellphone, iPad, iPod, or tablet, it is to be off and stored in the child's backpack. Children will not be allowed to use personal devices during Camp time.**
- Please label your child's items (jacket, backpack, lunch box, boots, snow pants, etc.). If your child has lost an item, please ask the staff to look for the item.

## Procedures

Camp is an extension of the school day. This means that any rule or procedure in place during the school day also applies to Camp.