

Yellowstone Adventure Camp Student & Parent Handbook



Summer 2017

Camp Staff

Position	Name	Cell Phone Number
Director/Instructor	Jenni Burr	406-224-7287
Instructor	Lexi Hinchey	717-798-1189
Instructor	Maggie Powers	559-903-4877

Preparing for Camp

What to Wear

Participants will be outside hiking and exploring the majority of each day. Please send your child to camp wearing sturdy close-toed shoes and comfortable clothing that is appropriate for the weather conditions of the day.

What to Bring

Please send your child to camp with the following items (labeled with name as appropriate):

- backpack
- rain jacket (rain pants are also suggested)
- sweatshirt or fleece
- extra set of clothes (including underwear and socks)
- sun hat or baseball cap
- sunglasses
- sunscreen and lip balm with SPF
- insect repellent if desired (consider sending insect repellent wipes which are easier for your child to apply safely on their own)
- 1-2 water bottles
- lunch and at least 2 healthy snacks each day
- water shoes, swimwear, and a towel may be required some weeks.

What to Leave at Home

Please leave the following items at home:

- cell phones
- iPods
- electronics
- knives
- jewelry
- expensive personal belongings
- toys

Learn More

Read more about ticks and tick safety at https://www.cdc.gov/ticks/avoid/on_people.html

Policies

Code of Conduct

Students are expected to conduct themselves in an orderly, polite and safe manner and as such are expected to adhere to the following behavior guidelines:

1. Show respect for yourself, others, your environment, and all living things.
2. Demonstrate personal responsibility for your actions, personal and community belongings, and your learning.
3. Demonstrate self-control. Use your body and words in the kindest manner possible. Be honest.

Disciplinary Policy*

We seek to provide participants in Yellowstone Adventure Camp with an interesting and fun experience. We assume that children will generally engage in camp activities and the camp community in a positive way.

When children are unable to abide by the code of conduct, resulting in unsafe or disruptive behaviors, staff and helping parents can select one or more of the following strategies to help the child:

- Remind the child of the code of conduct.
- *Modeling*: Model appropriate communication and behaviors while interacting with participants and each other.
- *Involving participants in developing and implementing behavior guidelines*: The code of conduct will be reviewed each week and participants can add their ideas for their own expectations of behavior for themselves and the group.
- *Group Meeting*: In instances when a group of participants is confused or in conflict, gather the group together to identify sources of conflict, brainstorm solutions, and potentially adding to the behavior guidelines.
- *Positive reinforcement of desired behaviors*: Bring attention to a child demonstrating the desired behavior by a specific compliment to that child such as “Thank you Emma for making sure your feet are only stepping on the trail.” Other children in the group who overhear the compliment will often choose to adopt the complimented behavior.
- *Verbal reminders of appropriate behavior*: Remind a child of what is expected through a specific statement such as “Eli, I need you to gather your snack wrappers and place them in your backpack now.”
- *Offering choices which all result in the desired activity*: Offer a choice such as “Lizzy, would you like to play gently with the ball or would you like to put it away and find something else to do?”
- *Belly breaths*: If a child is having big overwhelming emotions, they will be unable to engage in conflict resolution or to make appropriate behavior choices. First they must calm their

bodies. Suggest that they take 5-10 deep belly breaths while relaxing their bodies to start the calming process. Once they are calm, then other strategies can be used.

- *Conflict resolution:* An adult may facilitate or participants may start a conversation to resolve conflicts. First the offended parties must both be calm and ready to fully participate in the discussion. Next, each person involved take turns explaining their perspective and feelings using “I statements” and respectful language. Each person must listen without interrupting while the others are speaking. Each person may clarify their position if needed. Together the offended parties brainstorm possible solutions to the conflict. The child/children is asked to state what they need to have happen in order to feel taken care of and the others are asked if they can meet that need. This is done for all involved parties. Last, each participant is asked “Do you feel taken care of?” to be sure that the issue is closed and relationships are on their way to being mended.
- *Take a break:* Sometimes a child may be unable to make appropriate behavior choices despite trying all strategies listed above. If this occurs, an adult may ask the child to take a break away from the current activity. This is done to allow time for the child to think about their choices and adjust their behavior. When the adult and child agree the child is ready to change the behavior and resume the activity, the child can rejoin the group.
- *Parent contact:* If none of the above strategies assist the child in appropriately being part of the camp group and activities, a parent or guardian may be contacted for assistance and consultation.

* This section is based on the disciplinary policy found in Clark Fork School’s Student and Family Handbook

Arrivals & Departures

Please do not drop off your child before 5 minutes prior to the start of the camp day (8:30am) unless you are signed up for extended care hours. Any child arriving earlier than 5 minutes earlier or being picked up later than 5 minutes than core camp hours will be charged for the extended care service. For those utilizing extended care hours, please do not drop off before 7:45am nor pick up later than 5:15pm.

Parents must sign children in and out each day on the camp sign in sheet.

At the end of the day children will only be released to parents, those individuals listed on the emergency card, or those individuals authorized by the parent for the day by written notification or a call or voicemail message to the instructor. It is required that anyone picking up your child bring valid identification. If the person is unknown to us and they have no identification, we will not release the child. Please note that persons listed on your child’s emergency card will have permission to pick up your child without prior notification from you. However, teachers and staff prefer to know in advance to guarantee safety and to help ensure each child is properly prepared.

Parents and whoever is listed as the pick up person will be notified if the pick up location or time changes due to a weather-related emergency.

Complaint/Concern Procedures

We encourage open and frequent communication among parents and instructors. We ask that you discuss concerns directly with the party or parties involved. If you feel you cannot first discuss the issue with the party or parties involved, please contact the Director or an Snoopy Cooperative Preschool Board Member. Please be prepared to discuss why you felt a direct approach was not appropriate. Additionally, you may file a formal complaint with the Director, asking that your identity be kept confidential. Confidentiality may not be possible should your complaint prove to be difficult to resolve, or should you decide to pursue the matter further.

Food Allergy and Allergy Precautions

If your child has a food or other severe allergy, please make a note on your health form and make sure the teachers are aware of the condition. Parents of these students are responsible for educating staff members and parents about necessary precautions. We ask all families to respect these guidelines.

Health Watch

• Red Light Symptoms

Please keep your child home if they have one or more of the following symptoms:

- Temperature over 100°F
- Vomiting or diarrhea within the last 24 hours
- Persistent coughing that interrupts normal activity
- Coughing that sounds like the barking of a seal
- First day cold symptoms—lots of coughing, sneezing, runny nose, achy joints (colds are much more contagious the first day)
- Stomach aches that make the child not want to eat, make them hold their stomach area or feel nauseous
- Sore throat that keeps the child awake at night or child can't talk. White spots on the throat or tonsils maybe meaning strep throat or tonsillitis and a doctor ought to be consulted
- A rash that might resemble chicken pox
- A red, gooey eye (pink eye)
- Undiagnosed rash

If you have a question about your child's illness, please call your doctor.

• Green Light Symptoms (OK to attend camp)

- Child on antibiotics for 24 hours
- Ear infections that are being treated—the ear infection is not contagious, but the germs that cause it are.
- Mild sniffles not requiring special care.

Medication Policy

The staff of Yellowstone Adventure Camp will administer prescription medications to children under the following guidelines:

- The medication container contains the child's full name and date of prescription
- The medication has been prescribed by the child's physician
- The medication is in a child-proof container
- The medication is in the original container and details the expiration date of the prescription
- The medication will be stored in an instructor's backpack (unless it is emergency medication and both the parent and prescriber have ok'd self-carry).
- An authorization for staff to administer medication must be completed and signed by the parent and person with prescriptive authority

Child Abuse Neglect Policy and Reporting

In all 50 states mandated reporting laws exist for certain individuals who work with children. Child care providers, preschool and school teachers, social workers, and health professionals are among those who are required by law to report any suspected case of abuse or neglect.

Registration and Payment

Registration closes when filled (16 available slots per week) or 1 week prior to the start date of each camp week. Payment and priority registration requests for NPS and NPS partner employees must be turned in by the dates below. After that time, priority will not be given to these employees. Alternative payment schedules can be requested.

- Session 1 payment and priority registration are due by May 29, 2017.
- Session 2 payment and priority registration are due by June 26, 2017.
- Session 3 payment and priority registration are due by July 17, 2017.

Payments may be made out to Gardiner Snoopy Preschool and sent to PO Box 287, Gardiner, MT 59030 or given directly to Jenni Burr.

Cancellation Policy

The cancellation policy is as follows: registration fees are non-refundable, full refunds are given for cancellation 2 weeks prior to camp week, and refunds for cancellations under 2 weeks require board approval.