

WELCOME



Parent Handbook

PLEASE INITIAL AND SIGN THE BACK PAGE OF THIS PACKET AND RETURN TO US. KEEP THE ACTUAL HANDBOOK FOR YOUR OWN RECORDS.

About our Staff:

Ashley Scherkenbach – Program Director

About our Programs:

Programs are located upstairs in the Caughlin Athletic Club building. Enrollment will take place upstairs at the Caughlin Athletic Club in the Caughlin Adventure Camp room. Please see the front desk staff for directions. In the state of Nevada school-age programs are not required to be licensed. Although this program is not licensed, we aim to create an outstanding program for your child(ren). We offer two different programs throughout the year. Before and after school care during the school year, and the Adventure camp during the Washoe County School District breaks. We strive to make both of these programs safe, fun, and educational for all school-aged children. Our staff are trained and prepared to provide your child(ren) with safe and quality care. Our goal is to maintain a ratio of no more than 10 children per counselor.

Our Website:

<http://www.caughlinclub.com/adventure-camp/>

Phone Number:

(775) 747-6299

All of the staff in our programs are required by us to have the following:

- Intensive Background Check/Screening
- First Aid & CPR Certified (every 2 years)
- Child Abuse and Neglect Class
- Communicable Disease Class
- Orientation and Training Provided by the Director

Enrollment:

There is a required \$50.00 registration fee per child at the time of enrollment and will be charged once per year on your child's anniversary date.

Before your child can attend you need to have the following paperwork completed and/or reviewed:

- Caughlin Adventure Camp enrollment packet (at time of enrollment only)
- Read the Welcome packet
- Sign the Caughlin Adventure Camp Parent Handbook Agreement
- All about your child form
- Before and after school schedule form (during the school year)
- Registration form: One for EVERY camp (during Washoe County School breaks)
- Tuition Express form (Payment on file is REQUIRED)

Before and After School Program (elementary & middle school age):

We provide transportation to and from our authorized local Elementary schools. The list of schools can change with each school year depending on the needs in the community. **Transportation is on a FIRST COME FIRST SERVED BASIS and limited to 14 seats per school. We MUST have a minimum of at least 4 children to do pick up and/or drop off at any of the schools listed below.**

The children are transported in company vans and **MUST** have appropriate seating if needed. We transport to and from the following schools:

*Caughlin Ranch *Roy Gomm *Jessie Beck *Hunter Lake

Kindergartners will be walked to their classrooms at drop off and picked up from their classrooms by our camp counselors on the days they attend. However, the children in first grade and up are responsible to get to their class on their own once dropped off at school, as well as meet at the designated pick-up spot after school. The van driver will not be responsible to walk the children in first grade and higher to or from class. The vans will leave Caughlin Athletic Club by **8:30 am EVERY morning.**

Please make sure that you drop off your child by **8:20 am** in order to ensure your child will be taken to school. The staff are responsible for making sure that they have accounted for every child scheduled for pick-up before leaving the school site. The camp counselor will wait 10 minutes after school before heading back to the center. If your child is on “DROP-IN” bases **YOU MUST** call the center at (775) 747-6072 or (775) 747-6299 before 2:00 pm to let the Program Director know your child needs to be picked up from school. **PLEASE DO NOT LEAVE A MESSAGE!** Please be sure your child knows they are to meet at the designated spot after school. Children attending the after school program will be offered a healthy snack and our staff will help the children with their homework. In the after school program, the school-aged children are able to play outside, participate in a free art activity, have limited computer time, play with manipulatives, write, build with blocks, play in the gym, read and occasionally watch a movie (Movie Friday). Every day your child will have the opportunity to complete a teacher directed art activity. We ask that you encourage your children to participate in ALL activities.

Before and After School Tuition Rates:

Please see our current Tuition Rate Form. Rates are subject to change with no or very little notice. However, we will do our best to give you adequate notice of any changes.

Before & After School Registration:

EVERY year you must fill out a Before and After School Registration Form for your child to attend this program. We do not assume that you will be attending each year. We will do our best to hand out forms at the end of each year to our current clients first as they do have priority.

Adventure Program (5-18 years old):

We do our best to accommodate most school closures. Please let us know if your child's school has a closure out of the normal WCSD closure dates. During our camps (Winter, Spring, Fall and Summer) we will have registration forms available. A form **MUST** be filled out before **EVERY CAMP!** Forms will be available at the Caughlin Adventure Camp as well as online at www.caughlinclub.com (see the Adventure Camp page for the download. The enrollment packet only has to be completed once, however, please ensure your contact information is up-to-date. Our camps generally include three fieldtrips each week, along with our get fit classes, art and science projects, swimming twice a week (summer only), and so much more. Because of the various activities we include, please send your child(ren) in **tennis shoes** every day. We strive to make this program fun, safe, and educational. Our goal is to provide your children with an awesome and entertaining school break.

Camps:

During fall, spring and winter CAMPS there will be **ONLY** one camp held (Adventure Camp) because there are so but during Summer Camp there are two different camps. Jr. Camp (attended Kindergarten to 8 years old) and Adventure Camp (8 to 12 years old).

Jr. Camp (attended Kindergarten to 8 years old):

These children stay on site. We have people from outside agencies come into do fun things with the kids. Some examples are Soccer Shots, Coach Chris (basketball), Challenge Island. As well as swimming on site, art and science projects and games like obstacle courses.

Adventure Camp (8 to 12 years old):

Fieldtrips

ONLY Adventure Camp (8 to 12 years old) go on field trips. The children love taking fieldtrips! A few places that we visit around town include: Playful Pottery, Discovery Museum, Wild Island, Bowling, Mini Golf, Movies, and so much more. Each morning when your child arrives, he/she will be placed into a colored group with an assigned counselor. They will be given a colored wristband and will usually stay in this group for the entire break. We want to ensure the safety of every child, and this means that we will require your child(ren) to be able to listen and follow directions **at all times**. The Program Director has the final decision to not allow a child on a fieldtrip if they have not been following the Caughlin Adventure Camp rules. If this occurs, parents and/or guardians will be contacted for pick-up. All children are to be dropped off to camp by 9:00 a.m. as they leave for field trips at 9:30 a.m. If your child does **NOT** want to attend a fieldtrip or you are late we will **NOT** be able to make accommodations for your child to stay at the facility.

Important information to know about field trips:

- If your child needs a booster seat, please make sure to indicate this on your registration form. Inform the Director and camp counselors. In the state of Nevada, children need to be 6 years of age AND 60 pounds in order to ride in a car without a booster seat.
- Your child **MUST** be able to listen and follow directions at **ALL** times in order to participate and go on fieldtrips.
- Children will be wearing Caughlin Adventure Camp shirts at **ALL** times (except when swimming). These shirts will stay at the facility, so please bring them back if one is taken home by accident.
- Each counselor will have a list of children they will be responsible for during the day. These groups will be kept as consistent as possible over the summer.

Adventure Camp Tuition Rates:

Please see our camp Registration Form with our current rates on it. Rates are subject to change with no or very little notice. However, we will do our best to give you adequate notice of any changes.

Withdrawal, cancelations or changes for Adventure Camp BEFORE AND AFTER SCHOOL CARE:

Once you have turned in your registration form for before and after school care your days are locked in, you are responsible for all tuition payments for the days you signed up for whether your child attends or not. If something comes up and you need to withdrawal, cancel or change anything in the schedule you **MUST** give at least a two week **WRITTEN** notice of the changes. If you're switching or adding days, it depends on availability. There is no guarantee that days will be open. This is **ONLY** for before and after care not camps.

Withdrawal, cancelations for CAMPS (School Breaks) Jr. & Adventure CAMP Registration Forms:

Registration forms for **ALL** camps will be available 1-month prior to the camps start date. A registration form is **REQUIRED** for **EVERY** camp. You are not guaranteed a space in camp when/if your child attends our Before and After School program. We do not assume that your child is attending any of our camps throughout the year.

For **ANY** day that you sign-up for on the registration form, you will be **OBLIGATED** to pay whether your child(ren) attends or not, as we will reserve a space for your child and staff our camp accordingly. Please do not sign-up for days you are not sure your child will attend. Once you have initialed the days your child will attend, you will **NOT** be able to drop or switch days. If you need to **ADD** more days, please see the Program Director to make the necessary changes to your form and that there is room available.

Swimming:

In the summer time we will go swimming in our pool two or three times a week. On these days your child will need a swimsuit, towel and sunscreen. We provide a low 1-10 ratio along with a certified lifeguard on duty when we are swimming.

Important information to know about swimming:

- To ensure the safety of your child during swim days please be aware that we will swim in groups with a 1-10 ratio. Each child will have a colored swim shirt on while in the pool. The first group of children will go to the pool, then 15 minutes later the next group will come down to swim, etc. This will be the same procedure when they leave the pool. This will keep the number of kids in the pool to controllable level to help to ensure their safety.
- If they are not swimming they will wear an adventure camp shirt outside of the pool at **ALL TIMES**.
- If your child does not know how to swim, please make sure to inform the Director so we can ensure their safety. You can bring floatation devices, life vest, etc.
- Camp counselors will be taking role and counting kids before, during and after swim times.

Cold Lunch:

You will need to bring a cold lunch **EVERY DAY** for your child(ren) during the camps. Children will be eating in groups at separate times every day. Cold lunchboxes are to be **CLEARLY** labeled with a cold pack. If we cannot **FIND** a meal for your child, we will contact you and one will need to be provided. If that is not possible we will do our best to provide your child a lunch but your account will be billed accordingly. Meals should consist of a **WELL BALANCED** diet. No soda or junk food please. We are able to warm up lunches in the microwave. **ALL** lunches **MUST** be **NUT FREE**. Please keep in mind that other children may have allergies, and check the allergy list posted.

COLD lunches must be brought regardless of the field trip that is scheduled. We do not have time to sit through large lines to buy lunches. If there is time to stop at a snack bar during a field trip we will try to do so for **SNACKS ONLY**. This is not guaranteed so it is **IMPORTANT** and **MANDATORY** that a child have a lunch **EVERY DAY**.

Both Programs:

Rules all school-age children need to abide by:

- Listen and follow directions at **ALL TIMES**.
- Walking feet inside the club.
- Stay with their groups & counselors at **ALL TIMES**.
- Keep your hands and feet to yourself.
- Quiet voices in the club and fitness areas and vans.
- Outside: No throwing rocks and stay away from the creek
- Respect fellow classmates and counselors.
- Clean up after themselves.
- They are responsible for their belongings.
- **NO ELECTRONICS** in the classroom. Cell phones should remain in child's backpack.
- Most importantly! Stay safe and have fun! ☺

Outdoor Play:

Unless the weather is extremely bad, we will go outside every day for 15 minutes to 45 minutes, depending on weather!! Please make sure your child has appropriate clothing for the weather. If your child cannot go outside they should not be at school/camp.

In the winter: **ALL** children **MUST** have a jacket, gloves, snow boots and a hat.

In the summer, please provide a bathing suit, sunscreen & towel (clearly labeled) that will remain at school for water play throughout the summer.

Please dress your child appropriately. Please keep in mind that many of the art activities can be messy, so, it is best to dress your child in clothes that are easily washable. Please also make sure your child always has a change of clothes.

Things from Home

Please do not bring electronics of any sort (laptops, cell phones, tablets, smart watches, etc.) or toys from home. Caughlin Adventure Camp is **NOT** responsible for lost, stolen or broken toys from home! Absolutely **NO** Guns, War Toys, or Other Toys of Destruction. **NO EXCEPTIONS!!** Occasionally we will have "Game Day" or a special project going on where the children are asked to bring something from home. These are the only days there are exceptions. If things are brought from home the teacher will ask your child to leave it in their backpack, but if it becomes a problem the teacher will then hold on to it until the parent comes.

Reports and Documentation:

If your child gets hurt or another child hurts your child, you can expect a phone call (if serious) and a report to sign when you pick up. These reports will inform you and the Director of what, when and where it happened. You need to sign that you have read the report and return it to the staff member immediately. If you want a copy of the report please feel free to ask a counselor for one. These reports remain in your child's file and you can request to see them at any time.

In the event of a head related injury the parent will be contacted by phone as soon as possible. If your child comes into our care with something noticeable we will complete a, **I Noticed Report**. These reports are intended to cover all incidents and document what happened or was observed.

Child Safety and Protection Laws:

Under Nevada Revised Statute, **ALL** childcare providers, including the Director, are considered **MANDATED REPORTERS**, and **MUST** report (within one hour) any signs of child abuse or neglect. If any staff member feels that any form of abuse or

neglect is happening, they will not hesitate to make a report to the local Social Services Department and Child Protective Services (CPS). We ALWAYS encourage you to notify the Director and/or staff if your child has a mark on them anywhere to avoid Social Services/CPS being called.

Payments:

Tuition is billed on a weekly basis. It is **REQUIRED** that we have a Tuition Express (our billing software) form filled out with a form of payment on file in order for your child(ren) to attend any of our programs. Tuition Express will process charges on Tuesday mornings. When checking your child in on the computer, your balance due will appear on the screen. If you have any questions or concerns, feel free to contact the Director at (775) 747-6299. If tuition has not been received on time, *in advance*, a \$25.00 late fee will be charged as of Tuesday morning.

If you choose to place a debit or credit card on file, there will be a 3% card processing fee added to your weekly tuition. Checking or savings accounts do not incur a processing fee.

The registration fee (\$50.00 per child) is due upon enrollment and will be required each year.

We accept all major credit cards, money orders, and personal checks. Please make ALL checks and money orders out to Caughlin Adventure Camp. Returned checks (including, but not limited to NSF/Stop payments) will incur a \$25.00 fee.

Refunds:

There will be **NO** refunds of **ANY** kind. **NO EXCEPTIONS!!!**

Hours of Operation & Late pick-up policy & Fee's:

Caughlin Adventure hours of operation are from 7:00 a.m. to 6:00 p.m. A late pick-up fee of \$1.00 per minute, per child will be charged for every minute late past 6:00 p.m.

Drop off or Pick up Policy:

Everyone authorized to pick up or drop off your child(ren) will need to be listed on the enrollment forms. They will be given a login number and password to check your child in and out when they pick up or drop off (for before and after school **ONLY**, does not apply for camps). Only those who are listed on your enrollment packet will be authorized to pick up your child from Caughlin Adventure Camp. The person **MUST** be 18 years old or accompanied by an adult that is on your pick up list in order to pick up your child. We will **ALWAYS** ask for identification, so be sure they bring their driver's license with them.

No child will be released to a person who does not have the authorization from you. We must have the parent's written permission to change their authorized pickup list. You **MUST** list at least one additional person to pick your child up from our programs.

Children's Schedules:

If your child will not be attending his/her regular scheduled day/time, please be sure to communicate that with your child's counselor and the Director. If your child will be late please make sure to call in. Please keep in mind that on fieldtrip days, you **MUST** drop off before the vans leave or your child will not be able to attend that day.

While we strive to accommodate the needs of our families, attending extra days or time is subject to space availability in the program and must be prearranged.

Holidays & Closures:

Caughlin Adventure Camp is **CLOSED** the following Holidays (Closures will be posted):

New Year's Day, Memorial Day 4th of July, Labor Day, Thanksgiving and the day after, Christmas Day and the day after.

Caughlin Adventure Camp follows Washoe County Guidelines for delayed school starts and school closure. If the weather is bad, we will start 2 hours late (open at 9:00 a.m.) if the schools are on a two-hour delay, and if schools are closed, our programs are cancelled.

Program Closures – Natural Disasters:

In the case of a natural disaster (snow, power outage, flood, earthquake, health outbreak, etc.), Caughlin Adventure Camp may have to close the facility with little or no notice. In the event of a natural disaster, you are still responsible to pay your regular tuition. An example would include: The facility closes due to a power outage on a day your child attends; you will still be charged your regular tuition for that day (no refunds).

Health Policy:

If you are contacted to pick up your child due to illness, please pick them up as quickly as possible (or have someone on your list pick them up) to limit their illness spreading to the other students. A doctor's note may be required on a case-by-case basis in order for your child to return to class. Caughlin Adventure Camp Program Director and Director have the discretion to deny a doctor's note based on circumstances or communicable disease outbreaks.

Please notify the program as early as possible if your child will be absent due to illness or is sent home from school due to illness, they cannot attend our program if the school excludes your child. If your child has contacted or has been exposed to a contagious illness, please notify us immediately. You are still responsible for paying regular tuition rates as your child's spot is reserved for the day.

****Illness****

Please make sure you have alternative care for your child in case of an illness or emergency. Please keep your child(ren) at home or he/she will be sent home if ANY of the following symptoms arise:

- *Has vomited or has had diarrhea within the last 24 hours.*
- *Has a fever (100°+) or has had one in the last 24 hours.*
- *Has a rash (other than a regular diaper rash).*
- *Has yellow or green nasal discharge. (Unless a doctor's note stating not contagious is presented within a day.)*
- *Has a consistent cough. (Unless a doctor's note stating not contagious is presented within a day.)*
- *Is fussy, cranky, or generally out of sorts and unable to participate in regular classroom routines.*
- *Have symptoms of possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify me at once if your child does have a communicable disease. By law, if a communicable disease has been in the facility, I must post it so that all parents are aware of it and notify Licensing and the Health Department.*
- *Has Pink Eye/Conjunctivitis*
- *Has Head Lice/Nits*

Emergencies:

In case of accidental injury, we will make an immediate attempt to contact you or someone you have designated on the emergency contact list. If no one can be reached, we will then call the child's physician. If necessary, we will also (before or after) call paramedics. Until the arrival of a parent, the physician, or the paramedics, Caughlin Adventure Camp will be in charge and make all decisions about the medical care of your child. It is extremely important that you keep up-to-date records in your child's file at ALL TIMES: phone numbers, emergency numbers, and other important information.

In the case of a minor injury, a first aid kit is available on site. All providers are trained in CPR and First Aid, and will administer First Aid or CPR if or when your child may need it.

Child Guidance / Positive Behavior Encouragement Policy:

Caughlin Adventure Camp uses positive guidance techniques, such as redirection, problem solving and talking it out, etc. We will never withhold food, sleep, or bathroom privileges as a form of discipline. We promote a positive, enriching and compassionate atmosphere for your child. Our goal is to be consistent and fair in regards to child guidance and discipline.

However, if a child exhibits a severe behavior problem, it will be documented in detail as an alert to you and to assist you in understanding the underlying causes. The Director will also receive a copy and may ask for a conference to discuss the

situation with you. Sometimes a child may exhibit a temporary, stress related, negative behavior. Many times, creating a partnership, together, we can help your child through a difficult period.

It is very important for parents, counselors and children to know how unacceptable behavior will be addressed. Our counselors will reward good positive behavior. They will not point out poor behavior, but will handle a situation that needs to be addressed.

Of course, there are instances that require the counselor to change behavior that is disruptive to the classroom. The first step is to always bring the behavior to the child's attention and remind them that this is not something that is allowed in the program. An alternative is offered at this time and the behavior is redirected.

If a child is being disruptive, the counselors will redirect them to an alternative activity. The counselor will talk to the child about what happened, and why they need to evaluate their behavior. This is not a punishment, but a learning tool to help the child calm down, reassess what is happening, and become successful in the group again.

Occasionally a child continues a negative behavior. The counselor will continue talking with the child about what behaviors are appropriate and how they can make better choices. Last but not least the child might need to visit the Director to regroup and see if this calms the child and helps them turn their behavior around. If these attempts to help the child regain control in an age appropriate way fails, the parent will be called and the child will be sent home for the day. If this happens more than once the Director will ask to meet with the parents to discuss whether the child will be allowed to attend the program in the future.

Our obligation to parents and children is to provide a fun, safe environment for ALL of the children in our care. We take this obligation very seriously. We realize that every child is different! Some children are very active, some are calm, some enjoy reading, and some enjoy building. Some can sit at a table and do school work and others may not be able to. We wish to respect the needs of all of the children, but we want to ensure their safety and allow them to participate and have fun in our program.



Caughlin Adventure Camp Parent Handbook Agreement

This parent handbook consists of 9 pages including this one. Please make sure you read and understand ALL of it. If you have questions, please feel free to see the Director regarding any comments or concerns.

Child's Full Name: _____ DOB: _____

Initial ALL:

- _____ I understand that Caughlin Adventure Camp is an unlicensed program and is not a part of the Caughlin Club Kidz licensed Preschool programs.
- _____ Caughlin Adventure Camp is closed the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and the day after, Christmas Day and the day after.
- _____ I understand that tuition is due by **Monday morning**. I understand that it is **REQUIRED** that I have payment on file to be used for payments. Tuition will be drafted on Tuesday morning. If tuition has not been received on time, a \$25.00 late fee will be charged as of Tuesday evening.
- _____ I have read the illness policy and understand that I am responsible for keeping my child at home if he/she is ill or to pick them up from our program if there are signs of illness.
- _____ I understand that if I have a change in address, schedule, credit card, etc. a "Change Form" must be completed as soon as possible. I am responsible to update any new information.
- _____ I understand that my child may not bring any belongings (laptop, cell phone, smart watch, toys, etc.) from home.
- _____ I have read and understand the statement there will be NO refunds of ANY kind. **NO EXCEPTIONS!!!**
- _____ Caughlin Adventure camp hours of operation are from 7:00 a.m. to 6:00 p.m. A late pick-up fee of \$1 per minute, per child will be charged for every minute I am late picking up my child.

BEFORE & AFTER CARE KIDS:

- _____ I understand that my child **MUST** be at camp by 8:20 a.m. to ensure ALL children are to school on time. All children are to be picked up no later than 6:00 p.m.
- _____ I understand that if something comes up and I need to **withdrawal, cancel or change** anything in the schedule **I MUST give at least a two-week WRITTEN** notice of the changes. I also understand that switching or adding days it depends on availability. There is no guarantee that days will be open.

CAMP KIDS:

- _____ I understand that my child has to be at camp by 9:30 a.m. and that field trips do not end until 3:30 p.m.
- _____ I understand that I may not pick my child up in the middle of a field trip.
- _____ I understand once I turn in my registration form for each camp my days are locked in, I am responsible for all tuition payments for the days I signed up for regardless of attendance.
- _____ I understand that I cannot switch days that I sign-up for. I will make sure I **NEED** every day that I sign-up for and I understand I can add more days if I need them based on availability.

I have received a copy of the Parent Handbook (9 pages) with all of the Policies and Procedures in it. By signing below I fully understand it and agree to abide by all of the rules and regulations set forth in it.

Parent/Guardian Signature

Date

Parent or Legal Guardian Signature

Date