



spark
ADVENTURE

Family Policy Manual

Revised January 2024

Policies effective beginning the first day of summer 2024

Millard Public Schools Foundation

5231 S 159 Avenue

Omaha, NE 68135

(402) 991-6710

Website: mpsfoundation.org/spark

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Welcome

Dear Parents,

We would like to take this opportunity to welcome your family to Spark Adventure Camps programming. Spark Adventure Camps has been designed for kids to maximize fun, foster growth, and create lasting friendships.

Spark Adventure Camps is operated by the Millard Public Schools Foundation. Our mission: The Millard Public Schools Foundation partners with the Millard Public Schools to support students, families, and the community by guaranteeing sustainable resources and offering high-quality programs.

Spark Adventure Camps provide week-long educational, fun, and active experiences for your child. The program offers an action-packed summer, including a new theme each week with numerous hands-on indoor and outdoor experiences. Spark Adventure Camps is available for children entering grades 1 – 8.

This family policy manual outlines what you may expect from the Spark Adventure Camps program; and what is expected from our families and participants. We hope it will be helpful and we welcome your suggestions for future policy manuals. If questions arise that aren't covered in the manual, please feel to contact the Millard Public Schools Foundation office email at spark@mpsfoundation.org; or by phone at 402-991-6710.

We hope your family's experience with the Spark Adventure Camps program will be an enriching, delightful experience. Welcome to Spark Adventure Camps!

Sincerely,

MPSF Spark Administration



Millard Public Schools Foundation



Our Impact

We support our Millard Public Schools and the community we serve by:

- providing nearly \$1 million to the district so all 35 schools receive funding to support strategic initiatives within their buildings each year
- connecting Millard graduating seniors with over \$150,000 in scholarship funding
- supporting Millard Families in Crisis during difficult times



spark

Spark is the Foundation's before and after school program offered in all 25 Millard elementary schools. We also offer a summer program available to children that have completed their first year of Kindergarten through 5th grade.

The revenue we receive from the Spark program allows us to provide substantial funding to the district each year.

www.mpsfoundation.org

Contact Information

This summer our Spark Adventure Camps program will operate at Millard North Middle School.

Millard North Middle School – Spark Adventure Camps program – Millard Public Schools Foundation

Address: 2828 S 139 Street; Omaha, NE 68144 5231 S 159 Avenue; Omaha, NE 68135
 Email: sparkadventure@mpsfoundation.org spark@mpsfoundation.org
 Phone: 402-715-1280; wireless: 402-504-2958 402-991-6710

Summer 2024 Spark Adventure Camps Lineup

Camps for children entering grades 1 – 3:

<p>Theme: Art Unleash Your Wild Side Grades: 1 - 3 <i>Dates: June 3 - 7</i> <i>9am - 12pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Explore Flora, Fauna, Wild Beasts And Habitats Of The Earth</i></p>	<p>Theme: Engineering BrickLAB Zoo (Legos) Grades: 1 - 3 <i>Date: June 10 - 14</i> <i>9am -12pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Animal Adaptations And Ecosystems</i></p>	<p>Theme: Engineering It's A Pirate's Life For Me! Grades: 1 - 3 <i>Dates: June 17 - 21</i> <i>9am - 12pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>From Landlubber To Swashbuckler, It's The Pirate's Life For Me!</i></p>
<p>Theme: Science Dirt Camp Grades: 1 - 3 <i>Dates: June 24 - 28</i> <i>9am - 12pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Make Like A Mole And Dig Into Dirt Camp!</i></p>	<p>Theme: Technology Rockin' Robots Grades: 1 - 3 <i>Dates: July 15 - 19</i> <i>9am - 12pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$175</i></p> <p><i>Bring Music To Life With Coding</i></p>	

Camps for children entering grades 4 – 6 & 6 – 8:

<p>Theme: Art Traveling Artist Grades: 4 – 6 <i>Dates: June 3 – 7</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Exploring The Cultures of The World</i></p>	<p>Theme: Engineering BrickLAB Famous Architecture (Legos) Grades: 4 – 6 <i>Dates: June 10 – 14</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Grab Your Hard Hats, Famous Structures Await</i></p>	<p>Theme: Engineering Simple Machines Grades: 4 – 6 <i>Dates: June 17 – 21</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$150</i></p> <p><i>Mechanical Engineering Discovery</i></p>
<p>Theme: Technology Discover Podcasting Grades: 4 – 6 <i>Dates: July 8 – 12</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$175</i></p> <p><i>Amplify Student Voices With The Popularity Of Podcasting!</i></p>	<p>Theme: Technology Discover Podcasting Grades: 6 – 8 <i>Dates: July 15 – 19</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$175</i></p> <p><i>Amplify Student Voices With The Popularity Of Podcasting!</i></p>	<p>Theme: Technology Claymation Grades: 4 – 6 <i>Dates: July 22 – 26</i> <i>1pm – 4pm (M-F)</i> <i>Location: Millard North Middle School</i> <i>Fee: \$175</i></p> <p><i>Movie Making Magic With Motion Animation</i></p>

To view our camp brochure and full descriptions of each camp, visit the parent portal at mpsfoundation.org/spark.

Program Information

PROGRAM STAFF: Nothing is more important than a dedicated, experienced, and well-trained staff. Staff members are selected for their experience, training, and personal commitment to the needs of children. A background check is completed through the Child and Adult Protective Service Registry for each employee. A Nebraska State Patrol fingerprint registry check is completed for employees over the age of 18. All Spark Adventure Camps employees are required to have documented annual in-service training and receive CPR and first aid certification.

Spark Adventure Camps partners with a variety of organizations to provide an enriching experience to participants of the program. Staff members for each organization, which are on-site and interacting with children, has had a background check completed by their organization.

CHILDREN SERVED: The Millard Public Schools Foundation Spark Adventure Camps program does not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Children must be entering grades 1 – 8 to be eligible for Spark Adventure Camps.

Spark Adventure Camps provides care for only for children who are: toilet trained; have age-appropriate eating, dressing, and hygiene skills; able to abide by the rules of the program as outlined in the Family Policy Manual; and are able to function effectively in a setting with one adult for each 15 children.

It is mandatory that parents list on the camp registration form, ***at the time of registration***, should their child have any special needs or accommodations. Failure to comply with this request at the time of registration may result in removal from the Spark Adventure Camps. All information listed will remain confidential; but it is for the safety and well-being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

HOURS AND DAYS OF OPERATION: Spark Adventure Camps consist of week-long camps. The program operates from 9:00am – 12:00pm, Monday – Friday, for children grades 1 – 3. The program operates from 1:00pm – 4pm, Monday – Friday, for children grades 4 – 8.

Millard Public Schools Foundation Office: The Millard Public Schools Foundation office is open Monday – Friday from the hours of 8:00am – 4:30pm. The Foundation office is closed on all major holidays (or observations).

ENROLLMENT AND REGISTRATION PROCEDURES FOR FAMILIES: Enrollment into the Spark Adventure Camps program is an online registration process through the Foundation's website: mpsfoundation.org/spark. Full payment for each camp enrolled is due at the time of registration.

At the time of registration families will be provided access to our family policy manual, any other necessary information, through the Parent Portal accessed on our website. Once the above processes have been completed, information will be shared with Spark Adventure Camps staff.

Spark Adventure Camps is a separate program from our Spark and Spark UP child care programs. Enrollment into Spark Adventure Camps does not include registration or services into Spark or Spark UP. Enrollment fees for Spark Adventure Camps are not applicable or transferrable to Spark or Spark UP. There are no discounts for simultaneous enrollment in Spark Adventure Camps and our Spark or Spark UP programs.

CAMP FEES: The entirety of enrollment fees are due at the time of completing online registration. Should camp fees be returned or not honored by your financial institution, for any reason, enrollment will be terminated. In the event of terminated enrollment, families would need to complete registration processes once again, supplying successful payment of all fees to utilize the program.

The Spark Adventure Camps program does not accept DHHS Child Care Subsidy as reimbursement for camp fees. Payment for Spark Adventure Camps fees is not able to be split between multiple

paying parties. Receipts for camp registration fees can be accessed by logging into the Parent Portal at www.mpsfoundation.org.

EARLY DROP OFF & LATE PICK-UP FEES: Spark Adventure Camps program camps begin at 9:00am for morning camps, and 1:00pm for afternoon camps. Children may not be dropped off for the morning program prior to 8:45am, and prior to 12:45pm for afternoon camps. Families dropping off their child prior to 8:45am for morning camps, and 12:45pm for afternoon camps, will be assessed an early drop off fee. Early drop off fees are \$20.00 per child for the first 15 minutes, and \$15.00 per child for each additional 15 minutes of care provided.

Spark Adventure Camps program camps end at 12:00pm for morning camps, and 4:00pm for afternoon camps. Families picking up their child after 12:15pm for morning camps, and 4:15pm for afternoon camps, will be assessed a late pick-up fee. Late pick-up fees are \$20.00 per child for the first 15 minutes, and \$15.00 per child for each additional 15 minutes of care provided.

Payment of early drop off and late pick-up fees is required to be made prior to the start of the next day's services. Should payment of these fees not be made prior to the start of the next day's service, the child is not eligible to attend the program that day. The child will not be permitted to return until fees are paid.

Early drop off and late pick-up fees occurring on the final day of the camp, are required to be paid upon pick-up of their child on the last day of the camp.

There is no reimbursement of camp fees for time missed due to non-payment of early drop off and late pick up fees. Payment of early drop off and late pick up fees are to be made in the form of cash or check at the Spark Adventure Camps location.

At 12:31pm for morning camps, and 4:31pm for afternoon camps, if we have been unable to contact parents, guardians or other persons authorized to pick-up, authorities will be notified, and we will report your child as abandoned.

CANCELLATION OF THE SPARK ADVENTURE CAMPS PROGRAM (By the family): Families who wish to cancel their enrollment in the Spark Adventure Camps program must notify the Foundation office by emailing spark@mpsfoundation.org; or via phone at 402-991-6710. We require notification of cancellation for the safety of our campers; we need to accurately assure which campers are expected to be in attendance each day of the camp. Camp fees are non-refundable as your child's enrollment has reserved an enrollment position into the program.

REMOVAL FROM THE SPARK ADVENTURE CAMPS PROGRAM (By the Foundation): Reasonable steps will be taken to avoid removal of any program participant; however, if we can no longer provide care to meet an individual child's needs, if a child violates our 'Behavior Management' policy, or if a family does not comply with policies as stated in this handbook, we will no longer continue to offer services at the time of that determination. Refunds may not be issued in the instance of removal.

SUPPLIES & MATERIALS: Spark Adventure Camps programming provides a variety of developmentally appropriate supplies and materials for each child to be engaged in activity. Supplies and materials are inspected daily to ensure that they are in good condition. Supplies and materials not in good condition will be removed from use immediately.

ITEMS FROM HOME & PHONES: We request your refrain from permitting your child to bring play items and electronics from home. Spark Adventure Camps has ample equipment to meet the children's needs. Spark Adventure Camps will not assume responsibility for items brought from home. Should you send a mobile phone with your child, please know that we will ask children to not utilize their phone during program hours. If you need to contact your child at Spark, please feel free to call the site and ask for the Site Director. The Site Director will be able to assist you in speaking with your child. Conversely, a child may be permitted to contact a parent/guardian if the Site Director deems the situation as appropriate.

LOST & FOUND: If your child is missing articles of clothing or personal property, please inquire at the site as soon as possible as the items may have been placed in the site's lost and found. Spark Adventure Camps is not responsible for lost items.

ATTENDANCE: As safety is our greatest priority, accurate attendance numbers will be kept for the Spark Adventure Camps program at all times. Families are asked to report all absences by contacting the Spark Adventure Camps staff if a child is not going to be in attendance on a given day.

A parent or guardian is required to escort their child into the building upon arrival. Children will be signed into the program. Spark Adventure Camps will not be responsible for children left unsupervised before our official opening time.

Failure of a parent/guardian or authorized individual to be present for sign-in/out processes may result in the removal of the child from Spark.

DEPARTURE: Children leaving the Spark Adventure Camps site must be signed out daily by a parent, legal guardian or a person specified on the child's authorization list. Parents cannot call and request their child to be signed out by a staff member to leave with another individual, or request their child be permitted to walk home. A photo ID is required for any authorized person other than a parent, guardian, or authorized pickup, to leave with a child.

MEALS & SNACKS: Spark Adventure Camps does not serve snacks or meals. Should your child require a daily snack, it will need to be provided by the family. Please also supply your child with a water bottle each day they attend.

Supervision, Health & Safety

PROVIDING APPROPRIATE CARE AND SUPERVISION: Staff members of the Spark Adventure Camps program are a very important element in successful operation of the program. It is the staff that is responsible for creating and maintaining a safe, healthy environment. The staff shall assume responsibilities for always providing adequate and appropriate supervision for children in attendance. Every situation will differ; however, it is expected that child care staff will use good judgment in assessing proper supervision while children are in our care.

Appropriate supervision is provided by adhering to the following guidelines:

- Staff and/or programming provider remaining in the same room as the children.
- Children shall never be left unattended.
- Staff will try to eliminate distractions and interruptions such use of phones for reasons not pertaining to operations.
- An accountability plan will be in place for children who need to use the bathroom or drinking fountain during outdoor play.
- Staff and/or programming provider will be always visible and available.

ATTENDANCE AND ABSENCE PROCEDURES FOR CHILDREN ENROLLED: The primary goal of the Spark Adventure Camps program is to provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. Attendance is taken promptly as children arrive to the program, repeatedly during operations, and as children depart for the day.

If your child is absent or will be late to Spark Adventure Camps, it is very important you notify our staff. Messages may be left on voice mail 24 hours a day by calling the number for your child's site, or through email at sparkadventure@mpsfoundation.org. Messages left at the Foundation office, or through the Foundation's email account does not fulfill this obligation.

MISSING CHILD PROCEDURE/POLICY: If for any reason during attendance verification processes, a child is unable to be accounted for, our 'missing child procedure' will be enacted.

1. The first step of this process will be to contact the child's adult contact list to verify whether or not the child has been picked up by a parent, guardian, or authorized pickup; to assure our attendance process has been accurate.
2. If the whereabouts of the child is not verified by the parent, guardians, or authorized pickups, law enforcement will be contacted to assist in locating the child. It is imperative that parents, guardians, and authorized pickups do not leave the site, or field trip location without notifying Spark Adventure Camps staff.

If there are more than **two** occasions during a Spark Adventure Camps camp, that a parent/guardian has not notified Spark Adventure Camps staff that the child will be absent or has not been properly signed out, the child may be removed from the Spark Adventure Camps program.

RELEASE OF A CHILD: CUSTODY/DIVORCE/AUTHORIZED INDIVIDUALS: It is our policy to release a child to biological parents unless we have a copy of a signed court order/divorce decree prohibiting one

of the parents from having custody of the child. Children are also eligible to be released to authorized individuals as permitted by the parent having custodial rights on a given day, as stated in the court order/divorce decree. In these instances, Spark Adventure Camps requires a copy of the court order/divorce decree in order to adhere to information stated in the document, for the safety of your child. The Millard Public Schools Foundation will not assume responsibility for children released to unauthorized individuals if we do not have the proper documentation on file.

Parents/guardians can designate individual's authorized to pick-up their child/ren from our program. This is done at the time of registration and can be modified at any point by the parent by emailing a request via email at sparkadventure@mpsfoundation.org. The request to modify must emergency contacts or authorized pickups must be made through email. Other verbal or written requests will not be honored.

If an individual arrives at the site to pick up a child, and are not authorized, parents/guardians will be contacted. In order for the child released with the individual, the parent will need to send an email confirmation prior to staff permitting the child to leave the premises.

HANDWASHING & RESTROOMS: Children and staff are to always wash and dry their hands thoroughly before handling or consuming food, and after the use of the bathroom facilities.

ILLNESS POLICY: Spark cannot accept any child who has a contagious illness or any of the following:

- Fever: Any child with a temperature of 100 degrees or above
- Diarrhea
- Vomiting
- Contagious skin or eye infection

If any of the above occurs at Spark Adventure Camps, parents will be called to pick up their child. The child must be picked up within one hour of being notified. If we cannot reach you, we will contact the authorized individuals on your child's/children(s) registration form.

Please let the Site Director know if your child has been diagnosed with a contagious illness. Notice will be posted to all families within the site, letting them know that their child has been exposed to a contagious illness/disease. For confidentiality reasons, the name of the child with the confirmed illness will never be released.

Common colds and allergies should not, unless causing the child to feel too uncomfortable, prohibit attendance. It is our policy to have conditions that encourage cleanliness and good health practices among both staff and children. Please refer to the health exclusion policy for additional information.

EXCLUSION POLICY:

EXCLUDE IF:	READMIT IF:
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1. Temperature of 100°F orally, or 99°F axillaries, or higher.	1. Free of fever for 24 hours.
2. Temperature of 100°F orally, 101°F rectally or 99°F auxiliary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands, or f) skin rash other than mild diaper rash.	2. a) Free of fever for 24 hours and b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
3. Red, watery or draining eye(s).	3. All discharge has ceased.
4. Drainage from the ear(s).	4. a) All drainage from the ear(s) has ceased, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
5. Lice.	5. After treatment, free of lice and nits.
6. Skin lesions, i.e., impetigo, ringworm, and scabies.	6. a) Skin sores are healed, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
7. Vomiting.	7. Free of upset stomach and vomiting for 24 hours.
8. Diarrhea (2 or more loose, watery stools per day).	8. Diarrhea free for 24 hours.
9. Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	9. a) Free of symptoms, or b) Note is required from a physician or nurse practitioner stating that the child is not communicable.
10. Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	10. Free of fever for 24 hours.
11. Any combination of symptoms for consecutive days of attendance.	11. Free of symptoms.

HEAD LICE: If head lice or nits are found on your child, you will be called to pick up the child and given information on treatment. The child will be checked upon their return and may stay if the child is “nit free”.

CHRONIC AND SPECIAL HEALTH NEEDS: At the time of registration, parents are expected to indicate on their child’s registration form if their child has chronic or special health needs that require special attention. Parents are expected to provide the Site Director of any procedures or accommodations that may need to be taken. Staff within your child’s program will be properly trained in the procedures outlined for children who have special accommodations, needs or medical conditions listed.

STORING AND ADMINISTERING MEDICATION: Medication can be stored and administered at Spark Adventure Camps under the following guidelines. Spark Adventure Camps requires that all medication must be delivered directly to site staff, and that proper documentation is completed. Spark Adventure Camps will not store, nor administer, any medication that has not been delivered to site staff by a parent/guardian, accompanying proper completed documentation. Expired medication will not be kept on site, nor will it be administered. All expired medication will be returned directly to a parent/guardian. It is the responsibility of parents/guardians to supply Spark Adventure Camps with non-expired medication, accompanying completed proper documentation to administer any prescription or non-prescription medication on site.

- Delivery of Medication: Any staff person who gives or applies medication shall do so in accordance with the “5 Rights”:
 1. The right drug;
 2. The right recipient;
 3. In the right dose;
 4. By the right route;
 5. At the right time;

- Parental Responsibility: Parents or any licensed health care professional shall determine if care providers are competent to give or apply medication. Spark Adventure Camps staff have the responsibility to assess their ability administer or apply medication safely. Spark Adventure Camps reserves the right not to assume responsibility to administer. In this instance, families will be required to visit to the site to administer medication to their child.

- Confidentiality: Any care provider who administers medication shall not disclose information about a child’s medication unless such information is needed to protect the health of other children or staff.

- Written Permission and Instructions: Care providers may administer, both prescription and non-prescription, only with prior written permission and written instructions from a parent. Care providers staff shall comply with the instructions provided by the parent. Medication shall be in the original container, stored according to instructions, clearly labeled for a named child, and returned to the parent when no longer needed. The dosage will not exceed that which is printed on the label. Expired medication shall not be given or applied to a child and shall be returned to the parent.

- Report to Parents: Any error the giving or applying medication shall be reported to the parent.

- Unusual Circumstances: There must be a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:
 1. Any prescription medication is given or applied as needed (PRN); or
 2. By route other than oral, topical, inhalant, or instillation.

- Hand washing: Care provider staff shall wash hands before giving or applying any medication. If handling any bodily fluids is involved, caregivers must also wash hands after giving or applying medication.

MEDICATION LOG: Your Spark Adventure Camps site has a designated medication binder for children enrolled receiving medication. Information within the binder is kept confidential. For each child receiving medication there must be a completed medication log sheet signed by a parent or guardian, which includes a competency statement permitting staff to administer medication to your child. If medication is to be given on an 'as needed' basis, prescription or non-prescription, a note from a licensed health care professional indicating that staff can administer the medication on an 'as needed' basis, is required. Medication log forms are required to be updated at any time medication type, dose, route, and/or time of administration is modified.

MEDICATION STORAGE/FIRST AID KIT: All medications and first aid supplies are kept on site and stored in an area that can be always locked. An additional locked box is provided for medications that may need to be refrigerated. The following first aid supplies are always available: fever thermometer and covers, band-aids, sterile gauze pads, gloves, scissors, soap, and tape.

EPI-PEN: If your child has an allergy that may require the use of an Epi-pen, staff will require their own Epi-pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

NON-LATEX GLOVES: Non-latex gloves are worn by staff when administering medication and first aid.

SUNSCREEN & BUG SPRAY: Spark Adventure Camps staff will provide sunscreen daily and may provide bug spray in certain instances. Parent are asked to administer sunscreen prior to their child arriving at the site. During Spark Adventure Camps operations, we do not require that a medication log be completed, nor do we require a doctor's note; however, we do require that families agree to the terms of the sunscreen and bug spray permission statements completed during the summer registration process. The statements for each read as follows:

Sunscreen

I understand that if I have chosen to enroll my child/ren into the summer program, that sunscreen will be provided for all children. I understand that if I prefer my child to use a specific type of sunscreen, other than what is being provided, that it is my responsibility to inform site staff of this request and I will provide my sunscreen of choice. I understand it is my responsibility to administer sunscreen to my child/ren prior to dropping them off to the program each morning/afternoon.

Bug Spray

I understand that if I have chosen to enroll my child/ren into the summer program that bug spray may be administered to my child. I understand that if I do not wish my child to receive bug spray that I will notify site staff of this request.

MINOR AND SERIOUS ACCIDENTS: In case of an accident at Spark Adventure Camps, emergency first aid will be administered, and parents or guardians will be notified. If the Site Director is unable to reach the parent or guardian, emergency phone numbers will be used. An emergency unit will be called when needed. These units are dispatched by city or county officials according to the location of the school and are usually required to take patients to the nearest hospital. A staff member may accompany any child being transported to a local hospital and remain with the child until the parent or guardian has arrived. At the time of enrollment parents give the Millard Public Schools Foundation Spark program permission to transport and treat in the event a medical emergency arises. A copy of the child's registration form will be given to emergency medical personnel.

An accident report outlining the care and procedures administered to the child will be completed and placed in the child's file. A copy will also be given to the parent and the Foundation office. The accident report must be signed by the parent or guardian before the child will be allowed to return to Spark Adventure Camps. Parents or Guardians are responsible for any expenses incurred due to an injury.

General Guidelines Used for Administering First Aid

1. Staff will not move the child until we determine the extent of the injury.
2. Any mild cut or abrasion will be washed with warm water and a bandage will be applied. Salves, ointments, or creams will not be applied or kept on site, unless an 'as needed' script is provided by a licensed health care professional and the parent or guardian has supplied the medication.
3. In case of deeper cuts possibly requiring sutures, staff will call the parent or guardian immediately. If we are unable to reach the parent or guardian, we will contact another authorized person on the child's registration form or notify the child's listed physician for medical advice.
4. If a limb is visibly distorted, we will contact the parent or guardian immediately. The parent or guardian can then make the recommendation as to having 911 dispatched, or if the parent would prefer to transport. If we are unable to get in contact with the parent or guardian staff will call 911 immediately. If a child is transported to a local hospital, a staff member will accompany the child to the hospital and remain with the child until the parent or guardian has arrived.
5. If a child becomes unconscious 911 will be called immediately.
6. In case of a head injury of any kind, staff will apply a cold compress to the injured area and call the parent or guardian.

CPR/FIRST AID: Spark Adventure Camps employees receive CPR/FA certification within 60 days of employment. Employees are required to keep an active CPR/FA certification thereafter.

MANDATED REPORTING: According to Nebraska law, Spark Adventure Camps employees and all other persons are required to notify Child Protective Services and law enforcement officials if they suspect a child has been subject to abuse or neglect to include but not limited to:

- Endangerment of physical or mental health.
- Deprivation of necessary food, clothing, shelter, or care.
- Minor child six years of age or younger left unattended in a motor vehicle.
- Suspected sexual abuse and/or exposure to sexual situations/materials.

FIRE AND TORNADO DRILLS: A fire and tornado drill will be conducted and documented on the first day of any Spark Adventure Camps new session. A written record of fire and tornado drills, along with a map showing proper evacuation routes, is posted at the Spark Adventure Camps site.

Behavior Management

DISCIPLINE OF CHILDREN: The Spark Adventure Camps staff shall ensure that no child is left alone, pinched, punched, shaken, struck with any object, bitten, or spanked by staff; a brief, supervised separation from the group may be used. Staff shall not discipline children: by denial of food, by forced napping, for a toileting accident, or with subjection to derogatory remarks about themselves or their family, abusive or profane language, yelling or screaming, or threats of physical punishment. Parents will be informed if the child's behavior becomes unmanageable.

DISCIPLINE GUIDELINE: Fighting, hitting, kicking, abusive language, signs or expressions, back talk, disrespect, not obeying the rules, hurting another child or staff, and repetitive negative behaviors will not be tolerated.

If any of the above behaviors occur, the discipline guidelines below will be followed.

- The child will be immediately separated from the situation.
- The child will be given a cooling down period of 3-5 minutes. The separation will be brief, but the goal is for the child to regain enough self-control to rejoin the group or activity. Isolating the child in any area where the child cannot be seen and supervised by a staff member is prohibited.
- Depending on the behavior, it may be necessary for the **Site Director** to complete a 'Child Disciplinary Report'. Although not all behaviors will warrant a Child Disciplinary report, it is important for the Site Director to communicate to the parent or guardian any serious or repetitive behavior issues or incidents.
- In extreme situations, it may be necessary to immediately contact the parents or guardians.

DISCIPLINE POLICY: If an inappropriate behavior does occur, we will use a positive approach by encouraging the child's good behavior and redirecting his/her activity. If the behavior continues, the child will be removed from the total situation, or given "time out". We will also consult with parents regarding any serious problem. Each consultation is documented and placed in the child's file.

When, in the judgment of the Site Director, the inappropriate behavior is serious enough to warrant further action but not serious enough to warrant immediate suspension from Spark Adventure Camps, the Site Director will complete a 'Child Disciplinary Report' (CDR). A copy of the CDR will be given to the child and parent/guardian, and the child may not return to Spark Adventure Camps until both the parent/guardian and the child sign the CDR. After two CDR's, the child will be suspended from the program. A review will be conducted by the Site Director and Spark Administration to determine whether or not the child may continue to participate for the remainder of the camp.

If the inappropriate behavior is of a serious nature, the Site Director and Spark Administration may determine that it is necessary to immediately remove the child from the Spark Adventure Camps program. This decision would be made after the Site Director and Spark Administration have investigated the facts and given the child oral and written notice of the charges against him/her and notifying the parent or guardian of the final decision being made. Disciplinary decisions are

reviewed on a case-by-case basis. All disciplinary actions are final for the best interest of the Spark Adventure Camps program. No refunds are given to families in situations of child removal from Spark Adventure Camps.

Examples of behavior which may result in immediate removal from Spark Adventure Camps include, but are not limited to:

- Intentionally striking or injuring another child or a staff person
- Intentionally damaging school or Spark Adventure Camps property
- Threatening another child or a staff person
- Repeated occurrences of a behavior which might otherwise result in a written warning

INAPPROPRIATE FORMS OF DISCIPLINE: The following are inappropriate forms of discipline that will not be used by staff at the Spark program:

- Restraints
- Profane or abusive language
- Isolation without supervision
- Placing a child in a dark area
- Inflicting physical pain
- Forced physical activity, such as running laps, doing push-ups, etc.
- Verbal abuse or loud voice tones directed in a derogatory manner
- Writing sentences

BEHAVIOR MODIFICATION STRATEGIES: The above discipline guideline and policy has been established to provide consistency throughout the Spark Adventure Camps program. The lists below are other appropriate procedures that the Spark program has in place to aid in behavior management:

- Children within the program will have a clear understanding of the rules and expectations of the program.
- Children in the program may help in determining some program rules.
- A variety of daily activities and routines are established that allow children to make choices.
- Praising acceptable and appropriate behaviors.
- Actively listening to children about their feelings and frustrations.
- Redirecting negative behaviors and suggest appropriate behavior.
- Employ staff that model appropriate behavior to the children.
- Allow children to resolve conflicts with staff supervision.

STANDARDS OF BEHAVIOR: We find it helpful to provide an outline of the expected standards of behavior for families enrolled in Spark Adventure Camps. Please take a few minutes to review these statements with your child.

1. The rights, property, and dignity of each person in and around the school are to be always safeguarded.
 - No abusive language, signs or expressions will be allowed.
 - No theft of any kind will be tolerated.
2. Authority in the program is established for the health, safety, and well-being of all members of the program. No child will be allowed to undermine that authority.

- Conditions do not exist which allow for continued "back talk" from students when reasonable requests are made. Abusive language or signs will not be acceptable.
3. School facilities are the property of all residents in the Millard School District. Day to day abuse of any part of the facility cannot be allowed to occur.
 4. Children are expected to demonstrate a responsibility of respect for: themselves, other children, Spark staff, parents, and for the space and materials we utilize for operations.

Partnership with Families

PARENTAL INVOLVEMENT: Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality care program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the Spark Adventure Camps employees at your school, built on mutual trust and respect, is key in making our partnership a benefit for all. Keep these tips in mind as you begin to build your relationship:

- ✓ Always keep the lines of communication open. Let your provider know if there is something going on in your child's life that may be affecting behavior.
- ✓ Be aware of program policies and honor them. Respect drop-off and pick-up times, and call if you are going to be late for any reason.
- ✓ Get involved with the program. The more you participate, the more dedicated you will feel.

There are bound to be certain topics or situations that are difficult to talk about with Spark Adventure Camps employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- ✓ Raise issues when they first develop. If you put off a discussion, it may be more difficult to address later.
- ✓ Avoid confronting Spark employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- ✓ Think about what you want to discuss ahead of time, and even practice how you want to say it.
- ✓ Be specific about your concerns. Give examples of things that have happened or observations you have made.
- ✓ Never discuss a problem when you are feeling angry or not in control of your emotions.
- ✓ Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

SPARK COMMITMENT TO FAMILY FRIENDLY SERVICE: To keep our commitment, we need your help throughout the year!

Help us "stay in tune" with your needs and interests!

- Tell us about your day when you pick up your child.
- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

Visit whenever you can. You are always welcome! We want to build positive relationships with all of our families; help us achieve this goal!

VISITORS: Spark Adventure Camps welcomes you to visit the site at any time and wants you to feel free to ask questions. Please consult with the Site Director should any problems arise concerning your child, whether at home, school, or Spark Adventure Camps. Visits are also conducted by Program Administrators. Photo identification may be required to be permitted into our operations.

PARENT/GUARDIAN RESPONSIBILITIES:

- Call your child's site or speak to the Site Director if your child will not be attending.
- Notify the site in advance if anyone other than the parent, guardian, or an authorized pick up, will pick the child up. Email confirmation will be required.
- Notify your Site Director of any special needs your child may have. The information must be listed during the registration process.
- Sign your child in/out daily.
- Honor Spark operating hours by not dropping your child off before 845am and picking your child up by 1215 pm; 845am and 315pm on field trip days.
- Update your child's records as changes occur.
- Notify the Site Director in the event of questions or concerns with Spark Adventure Camps staff or policies.

PARENT PROGRAM EVALUATION: Program evaluations will be conducted for parents/guardians to complete after the Spark Adventure Camps program ends for the summer. Evaluations will be made available online. We greatly appreciate your feedback to help us make our program great.