

Community Education Department Durham Public Schools



Camp 4 Rising K Parent Handbook

**Camp 4 Rising K Summer Camp
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(revised 2/23/2024)

Welcome to Community Education Camp 4 Rising K Summer Camp!

This handbook is designed to assist parents/families in understanding the philosophy and practices of Durham Public Schools' Summer Program for rising kindergarteners. Please read this handbook carefully. If you have any questions, please contact the site managers or the staff at Community Education.

The programs operate on an open-door policy and we welcome parent/family visits. Please feel free to come by or call with any questions or concerns that you might have.

The Camp 4 Rising K Summer Camp Program is designed to enhance the learning and development of all children who attend. Community Education staff members want to work with parents/families to make the program the best summer camp program possible.

POLICIES AND PROCEDURES

All of the Community Education summer programs are operated through Durham Public Schools (DPS). All DPS Board of Education policies and procedures must be followed in the camps. This handbook is designed to supplement the Board of Education Policy Manual. The DPS manual is available in your school's media center or on the DPS website at www.dpsnc.net/afterschool.

In addition to the Community Education expectations found in this handbook, ALL employees must follow DPS board policies found in the employee handbook. These policies include, but are not limited to maintaining a drug-free workplace and use of tobacco products.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

The Community Education Camp 4 Rising K Summer Program is open to all rising kindergarten students.

To enroll your child in the program, complete the online registration for the location of the Rising K Camp. All registration fees must be paid online with a \$35 per child registration fee and the fee for your desired week(s) of attendance.

Registrations can be mailed or dropped-off in person to the Community Education Department.

Mailing Address:

PO Box 1967

Durham, NC 27702

Location:

2107 Hillandale Rd.

Durham, NC 27705

FEES

Community Education provides Camp 4 Rising K summer program for rising-Kindergarten children of Durham Public Schools for a fee. The fees are listed online. A 3% convenience fee will be charged to customers using a credit card for payment. Information can also be found on the website; www.dpsnc.net/afterschool.

FAMILY OPEN HOUSE

An on-site family orientation will be held on Sunday, June 2th at 3:00pm. At that time, you can meet staff and find out more about programming.

PARENT COMMUNICATIONS AND MEETINGS

We encourage daily communication between program staff and parents. Please feel free to communicate your child's needs to the Summer Camp site management team. We encourage all parents to attend the open house to get information about the program. Parents may schedule individual conferences with the Summer Camp Management team.

ACTIVITIES OFFERED

Community Education Camp 4 Rising K Summer Camp offers age-appropriate, enrichment based, recreational programs for its students.

During summer camps, students are given an opportunity to strengthen social, emotional and physical skills by participation in a variety of fun-filled activities such as enrichment programs, sports and games.

Students will:

- Participate in hands-on-resource programs
- Experience recreational and educational activities that incorporate arts and crafts, drama, and music, and
- Fun field trips

PRE-ENROLLMENT AND VISITATION PROCEDURE

Parents who are interested in enrolling their children into a DPS Community Education Camp 4 Rising K Summer Camp are encouraged to speak with the Site Manager of the program. Parents can make arrangements with the Site Manager to visit the program during the operational hours to observe activities and staff interaction.

FAMILY PARTICIPATION

Community Education encourages family involvement in all of our programs. Parents may meet with staff to discuss their child's needs and exchange information.

OPERATING HOURS

Camp 4 Rising K Summer Camp operates from 7:00 AM until 6:00 PM. Please make arrangements for your child to be picked up at the end of each day. The following policy will be implemented for children who remain after 6:00 PM.

LATE PICK-UP POLICY

1. Parents are charged \$10.00 for each 10 minutes portion thereof that they are late (1-10 minutes = \$10.00, 11-20 minutes = \$20.00, etc.). Charges are recorded on a form provided by the Community Education office. Once three (3) late pick-ups have accumulated during summer camp, services may be discontinued.
2. The time displayed on the clock in the summer camp office or cafeteria is used to record pick-up times. The summer camp manager will verify the clock time by calling the time and temperature number on a regular basis. The number is 683-9696. Children must be signed out and leave the building by 6:00 PM.
3. After 6:00 pm, the site manager will begin calling all emergency numbers. If the site manager cannot reach an emergency contact, the Community Education supervisor will be notified. If we cannot reach an authorized emergency contact, the Durham County Department of Social Services will be contacted.

Please make sure that the summer camp manager has an updated list of emergency contacts and telephone numbers.

PROGRAM PRACTICES/ CHILD SUPERVISION

Summer camp managers and staff members are responsible for supervising children at all times. A central pick-up point or activity schedule is established so that adult family members know where to come each day to pick-up their children.

Daily attendance is kept, and the program schedule is posted so the location of each child is known at all times. Children are allowed to leave the program only with a parent/guardian or with an individual who has been granted permission in writing by the parent/guardian.

Children are never left unattended. They are not allowed to be away from the group alone at any time. For safety reasons, children will not be used as "runners" for messages or to locate other children in the program. Groups of children must always be in full view and voice range of the staff members who are supervising them. Staff members are assigned at a 15 students to 1 staff ratio.

CLEANING SCHEDULE

The Summer Camp programs are operated in Durham Public School facilities. The program areas are cleaned daily by the custodial staff at each school. Tables located in the cafeteria are cleaned by program staff each day before and after breakfast, lunch and snack times.

FIELD TRIPS and PLAN for TRANSPORTING CHILDREN

Swimming and field trips are planned activities for each of our Summer Camp sites. Please speak with the manager of your child's camp to learn the field trip days. Trips are approved through the Community Education office. The site manager will provide all information about the trips to families one week prior to the field trip through postings. Students will be transported in Durham Public Schools' buses operated by certified drivers. At times, a charter bus company may be utilized. All charter bus companies meet guidelines for bus driver training, company liability, and vehicle maintenance.

All scheduled field trips are paid for in advance. **Children are not allowed to bring or spend money on field trips.** We will not assume any responsibility for monies held by children.

T-SHIRTS

Each child registered in our summer camp programs receives a T-shirt. As outlined in our brochure, T-shirt sizes can not be guaranteed. T-shirts are available in both youth sizes (YS, YM, YL) and adult sizes (S, M, L, and XL). We cannot exchange sizes due to limited availability. Additional T-shirts will be available for purchase at the Community Education central office.

We ask that students wear their T-shirts on field trips days. This is an additional security measure we take to ensure the safety of your child. We appreciate your cooperation in this matter.

CHECK-IN PROCEDURE

To ensure the safety of all children, they must be escorted and checked into the program by a parent or guardian. Attendance is taken every morning by 9:00 AM. If you know that your child will be absent, please let the camp manager know by phone, email or by sending a note.

SIGN-OUT PROCEDURE

A sign-out procedure is established for the safety of your child. Children must be signed out each day prior to leaving the program by an adult who is listed on the child's application form. *We do not allow anyone under the age of 16 to sign-out a camper.* Please have a picture identification card available the first few days of camp until we get to know you. Any unknown person will be asked to show identification prior to signing out a child. Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child. Authorized persons must have a valid photo identification card to show to the site manager for release of the child. Once permission for pickup is approved, that person must be added to the child's application.

LUNCH/SNACKS

Every year, Community Education in Durham Public Schools applies to the US Dept. of Agriculture's Summer Feeding programs. This program provides each child with a full breakfast and lunch during the entire summer program. Campers must bring an afternoon snack and healthy drink daily to Summer Camp. Water will be provided at each meal.

Please review the *Meal Patterns for Children in Child Care Programs Chart* and consider it when preparing your child's daily snack and lunch. **Foods such as potato chips, candy, cakes and cookies are not considered to have any nutritional value. These foods can only be served in addition to nutritious meals and snacks.**

NEW Child and Adult Care Food Program Meal Patterns

Child and Adult Meals



USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the new child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the new meal patterns by October 1, 2017.



New Child and Adult Meal Patterns

Greater variety of vegetables and fruits:

- * The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
- * Juice is limited to once per day.

More whole grains:

- * At least one serving of grains per day must be whole grain-rich;
- * Grain-based desserts no longer count towards the grains component; and
- * Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).



More protein options:

- * Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week; and
- * Tofu counts as a meat alternate.

Age appropriate meals:

- * A new age group to address the needs of

See a side-by-side comparison of the old and new child and adult meal patterns on the other side. For more information on the new CACFP meal patterns visit: <http://www.fns.usda.gov/cacfp/meals-and-snacks>.

Less added sugar:

- * Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
- * Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Making every sip count:

- * Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- * Non-dairy milk substitutes that are nutritional-ly equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- * Yogurt may be served in place of milk once per day for adults only.



Additional improvements:

- * Extends offer versus serve to at-risk afterschool programs; and
- * Frying is not allowed as a way of preparing foods on-site.

Old and New Child and Adult Meal Patterns:



Let's Compare

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Old	New	Old	New	Old	New	Old	New
Milk	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup
Vegetables, fruit, or both	¼ cup	¼ cup	½ cup	½ cup	½ cup	½ cup	½ cup	½ cup
Grains	½ serving	½ oz eq*	½ serving	½ oz eq*	1 serving	1 oz eq*	2 servings	2 oz eq*

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents

Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Old	New	Old	New	Old	New	Old	New
Milk	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup*
Meat and meat alternates	1 oz	1 oz	1 ½ oz	1 ½ oz	2 oz	2 oz	2 oz	2 oz
Vegetables	¼ cup	⅛ cup	½ cup	¼ cup	¾ cup	½ cup	1 cup	½ cup
Fruit		⅛ cup		¼ cup		¼ cup		½ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1 oz eq	2 servings	2 oz eq

*A serving of milk is not required at supper meals for adults oz ea = ounce equivalents

Snack Meal Pattern

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Old	New	Old	New	Old	New	Old	New
Milk	½ cup	½ cup	½ cup	½ cup	1 cup	1 cup	1 cup	1 cup
Meat and meat alternates	½ oz	½ oz	½ oz	½ oz	1 oz	1 oz	1 oz	1 oz
Vegetables	½ cup	½ cup	½ cup	½ cup	¾ cup	¾ cup	½ cup	½ cup
Fruit		½ cup		½ cup		¾ cup		½ cup
Grains	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1 oz eq	1 serving	1 oz eq

*Select 2 of the 5 components for snack. Oz eq = ounce equivalents

Note: All serving sizes are minimum quantities of the food components that are required to be served.

April 22, 2016

MEDICAL SERVICES

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical plan shall be submitted along with their application. The medical action plan must be completed by the child's parent or health care professional. If paperwork is completed in advance, camp managers and assistant managers are authorized to administer medication prescribed to a student by a physician. Please complete and sign a Durham Public Schools Medication Form prior to beginning camp. This form requires a physician's signature and date.

The Camp 4 Rising K Summer Camp managers and all group leaders are certified in CPR and Standard First Aid. They are authorized to give emergency health care when reasonably apparent circumstances indicate that a delay would seriously worsen the physical condition or endanger the life of a student.

SICK CHILDREN

If a child becomes sick during camp a family member will be contacted. If the child is not feeling better after having the opportunity to rest, you will be asked to pick-up your child. Children who are feeling sick will have a place to rest that is isolated from the other children.

Once a family member has been called, the parent or emergency contact must pick up the child within 60 minutes.

VOLUNTEERS

Site managers may recruit volunteers for their programs. Volunteers who are 18 years and older must complete a DPS on-line volunteer application and have completed a criminal background check through the DPS Human Resources Department. Volunteer approvals are only valid for two years. Because our sites are licensed school age care programs, the NC Department of Health and Human Services requires that volunteers at licensed programs complete a health questionnaire and receive a TB test. Volunteers assist staff members but are not allowed to be alone with students.

SPECIAL NEEDS

All children are important in Durham Public Schools. The staff members will work with children and families to assure a positive experience in camp in accordance with the Americans with Disabilities Act (ADA). We ask parents/guardians to inform site managers of any special needs or conditions that require special attention or observation. Please write any needs or conditions on the summer camp application and attach an information sheet if necessary. You may also speak

with site manager directly. The summer camps are not designed to be therapeutic or treatment programs for children. We do not provide one on one supervision for students. If your child requires this type of setting, you would be responsible for ensuring that the mentor/counselor is present during the times your child is participating in the program.

ACCIDENT REPORTS

All injuries requiring any kind of attention will be documented and kept on file. The information will be shared with the parent or guardian. An accident report will be completed for any injury requiring more than a simple bandage.

EMERGENCY PROCEDURES

All Summer Camp programs are required to hold a monthly fire drill during the hours of operation. Maps are posted in all areas of the school to assure safe exit. In addition, a tornado drill must be held following the safety guidelines established by Durham Public Schools.

COMMUNICATION

Each site office has a direct line. If you need to contact the management team for any reason, please use this number to contact them directly. Each camp will provide families with information about field trips, special projects, activities, staff news and other important information.

Please feel free to speak with any of the managerial staff about questions or concerns that you may have. Daily information about the camp will be placed on the bulletin board for your review.

Activity schedules, staff information, and group assignments will be posted on the summer camp bulletin board.

BEHAVIOR MANAGEMENT

All Community Education employees are required to follow our behavior management procedures. Camp managers and the site staff members are responsible for ensuring a positive environment. Effective communication between family members, children and staff members is crucial to avoid misunderstandings about behavior management. The summer camps comply with all Durham Public Schools' policies and procedures and guidelines of the North Carolina Division of Child Development.

SUSPENSION OF STUDENTS

Students may be suspended if their behavior is creating a barrier to quality programming or if a safety concern develops for the students or staff. Behavior challenges of a persistent nature will be documented and reviewed with the child's parent or guardian. A behavior contract may be implemented to assist with guiding a child's behavior. Student suspensions are reviewed and approved by a supervisor in the Community Education office prior to implementation.

Please review the behavior management policy carefully. If you have any questions or concerns, please feel free to speak with your camp manager or contact the Community Education office at (919) 560-3816.

CONCERNS AND QUESTIONS

If you have concerns or questions about the Camp 4 Rising K Summer Camp program, we encourage you to speak with the managers. If you feel that your concern has not been addressed, or you have further questions, please contact the Community Education Department and speak with a program supervisor. The program supervisors can be reached at (919) 560-3816.

**Camp 4 Rising K-2024
Management Team**

Bethesda Elementary School
Camp Office- (919) 287-5670

Co-Manager-Brenda Murphy-Burrow
brenda_murphy@dpsnc.net

Co-Manager-Shantel Riser
shantel_riser@dpsnc.net

Community Education Accounting Office
(919) 560-9488

Office Hours: Monday-Friday - 8:00am-5:00pm