

## Kidventure Parent Handbook

### KIDVENTURE MISSION STATEMENT

It is our mission to help build the self-esteem and self-worth of every child through our every action. Every child possesses the innate ability to learn and succeed. Our goal should simply be to lead children towards a happy, healthy and responsible lifestyle. While succeeding in building physical skills is important, teaching children to love themselves and learn is one of life's greatest lessons. At Kidventure, we are more than just a camp!

### DAY CAMP PROGRAMS

#### Summer Camp

##### Discoverers (ages 3-5)

- Staff to camper ratio is 1:6
- Campers must be **fully potty trained (see Potty Accident Policy)**

##### Explorers (entering grades 1st-5th)

- Staff to camper ratio is 1:10
- Campers must have completed kindergarten to be eligible for this program

##### Leads (entering grades 6th-9th)

- Staff to camper ratio is 1:10

#### Thanksgiving Camp

- Explorers Ages (5-12) Grades (K-6th)

#### Winter Camp

- Discoverers Ages (3-5) Grades (Preschool to Pre-K)
- Explorers Ages (5-12) Grades (K-6th)

#### Spring Break Camp

- Explorers Ages (5-12) Grades (K-6th)

### Potty Accident Policy

Our Discoverer program is for potty-trained children ages 3-5. All Discoverer campers should be sent with a change of clothes just in case. In the event of a potty accident, we will put the camper into dry clothes (if provided) or call home to request that dry clothes be brought to the campsite. If dry clothes are provided, the campsite director will call to inform you that your child will be sent home with soiled clothes in a Ziploc bag. When any potty accident occurs, our campsite director will do their due diligence to ensure that proper protocols are being followed (i.e. making sure we implemented frequent restroom breaks, finding out whether or not the camper asked to go potty, etc.) and inform you of the situation. We will then work with the camper, counselors, and parents to develop a plan to prevent future potty accidents.

If it becomes evident that in spite of our best efforts, the camper continues to have potty accidents, Kidventure reserves the right to remove campers from the program until they are fully potty trained. We understand accidents can happen and we will work with families if an accident does arise; however, we do practice a Three Strike Policy. After the third “strike,” or accident, campers will not be able to continue at camp.

## **IS KIDVENTURE A GOOD FIT FOR MY CHILD?**

Though our goal is to include all campers, if a child’s needs are so great that they are not able to participate in meaningful ways, camp may not be a good fit for them. Parents should be aware that most staff have not received training in working with campers with special needs and may not have the experience needed to best fit each child’s needs.

- Campers should fit into the existing program’s format including the 1:10 staff to camper ratio.
- Campers should be able to take care of their own personal needs (such as toileting) without assistance.
- Campers should be able to communicate their needs to the camp staff.
- Campers should be comfortable with loud noise.
- Campers should not wander away from their group or run away.
- Campers must be able to abide by the set program policy for conduct and behavior.
- Any physical altercation with another camper or staff member that poses a safety threat will be treated on a three strike system unless the severity of the altercation is determined to be extreme.
- If campers are unable to comply with these expectations or if their behavior is an endangerment to themselves or others, Kidventure reserves the right to send campers home and/or remove them from the program.

## **Camper Aid**

Campers need to be able to function within the above ratios to attend camp. Families are welcome to provide an outside aid to help campers have a successful camp experience. If extra support is needed, aids will be required to pass a background check and complete a sexual abuse prevention training.

## **Camper Behavior Management**

Kidventure seeks to prevent behavioral issues with children through positive reinforcement and setting clear expectations. It is our goal to acknowledge and reinforce wanted behaviors. Discipline should be viewed as a teaching moment and counselors are responsible for helping campers understand why a behavior is inappropriate, what the appropriate behavior is, and how it can be accomplished.

Kidventure follows a three strike (three step) method in handling behavioral issues. Kidventure Camp has the right to dismiss a camper without refund for any disruptive, disrespectful, or threatening behavior that jeopardizes the safety of themselves, other campers, or staff.

## **CAMP HOURS**

Day camp operates Monday-Friday unless otherwise stated.

**Pre Camp:** 7:00 AM - 8:45 AM  
**Regular Drop Off:** 8:45 AM - 9:00 AM

**Official Camp Day:** 9:00 AM - 3:30 PM  
**Regular Pick Up:** 3:30 PM - 3:45 PM  
**Post Camp:** 3:45 PM - 6:00 PM

## **DROP OFF/PICK UP PROCEDURES**

### **Drop Off**

On your child's first day of camp, please accompany them into camp for drop-off. You may drop off in the carpool lane without leaving your vehicle for the rest of the week. A counselor will escort your child into camp. Note that if you are attending multiple locations, your child must be escorted into camp on their first day at each location.

### **Pick Up**

Upon check in on the first day you will receive a family pick up number on a sheet of paper. This number is unique to your family. You, or whoever is picking your child up, will be required to know this number in order for your child to be released. You may pick up in the carpool lane without leaving your vehicle during official pick up times only (3:30-3:45 pm). Please leave your pick up number on your dashboard while you are in the car line. If your child is attending post camp, you must walk inside and bring the pick up number with you for your child to be released.

### **Late Pick Up**

Kidventure charges a late fee of \$1 per minute, per child, for children picked up after 6:00 pm. Payment should be made directly to the Kidventure staff members present at the time you pick up.

## **THE KIDVENTURE CURRICULUM: 4 CORNERSTONES**

### **Kidventure is more than just camp.**

Kidventure is an opportunity for kids to grow strong, to expand their academic potential, to forge meaningful relationships, to love fitness, and to foster the type of positive attitude that will serve them well in life. What's more, the opportunity to accomplish all these endeavors is maximized in the camp environment because it's fun, because it's dynamic, and because kids want to be there!

Since 1994, we have developed a unique curriculum that serves the whole child. Every camp activity and event is planned with intention and purpose. In short, we have taken the power of camp as a platform to help develop the physical, social and academic potential of each and every child. This is more than just camp.

### **The 4 Cornerstones: Kidventure's Curriculum Foundation**

Kidventure's camp curriculum is based on what we call our **4 Cornerstones**. One cannot become a happy and healthy adult until you have had the opportunity to develop as a happy and healthy child. It is our belief that children must have the opportunity to be kids. We have identified four areas of development we believe are essential in that process. Every activity, game, and event we schedule focuses on one of these areas. These are our 'Cornerstones.' Together, they drive all learning, growth, and development at Kidventure.

### **Cornerstone 1: Creativity**

Being creative in camp means using your imagination, pushing creative boundaries, discovering new problem-solving strategies, and expressing who you are as an individual. When kids are given the freedom to be creative, they become empowered to express their ideas, opinions and contribute to the larger group. This helps acknowledge each child's uniqueness and diversity.

***Examples of Activities for Creativity:***

**Discoverer**--Craft Art, Storytime, Art Centers, Imagination Centers, Process Art

**Explorer**--Process Art, Craft Art, Game Creation, Legos, Improv, Creative Writing

**Leads**--Creative Writing, Craft Art, Process Art, Game Creation

**Cornerstone 2: Physical Activity**

Developing a good, healthy lifestyle and staying active is best when it comes naturally and is fun. Through a multitude of high and low activity games, sports, and skill development, kids stay active and foster a love for movement. When applied in a team environment, kids develop lifelong skills such as sportsmanship, teamwork, and leadership, all while fortifying positive mental and emotional skills.

***Examples of Activities for Physical Activity:***

**Discoverer**--Game of the Week, Gaga Ball, Playground, Music and Movement

**Explorer**--Game Creation, Playground, Swimming (where available), Gaga Ball, Nine Square

**Leads**--Sport of the Week, Game Creation, Team Challenges, Tournament of Champions

**Cornerstone 3: Exploration**

Exploration is the opportunity to push beyond our own perceptions and discover more. When there is no constraint of what the outcome should be, the potential for growth and self-discovery becomes great. When given the chance to explore in camp during playground time, field trips, splash days & creative play, kids begin to nourish every aspect of their development. That forms the foundations for the intellectual, social, physical, and emotional skills necessary for success in school and in life. Play paves the way for learning!

***Examples of Activities for Exploration:***

**Discoverer**--Science Centers, Playground, Splash Day, Imagination Centers, KV Live

**Explorer**--KV Live, Field Trips, Playground, Science Activity

**Leads**--Recreational and Service Field Trips, Cooking, Leads Lounge, Breakout Box

**Cornerstone 4: Reflection**

The opportunity to reflect is essential. Reflection is a time to intentionally pause and consider how and why things happen. Reflecting on our own experiences encourages insight, metacognition, and complex learning. When given time to reflect through small group discussions and activities such as yoga and creative writing, kids understand that succeeding and failing are both integral parts of learning. Without the opportunity for reflection, children miss out on creating personal strategies for their future.

***Examples of Activities for Reflection:***

**Discoverer**--Ribbons, Chill Time, Yoga, Circle Time

**Explorer**--Group Discussion, Yoga, Ribbons, Creative Writing

**Leads**--Corps Discussion, Yoga Sequences, Leads Lounge, Creative Writing, Team-Building

**Applying the 4 Cornerstones at Camp**

No curriculum is great if it is not delivered and facilitated with thought and care by a well-trained staff. At Kidventure we ensure that our curriculum works for your child because of the following:

1. At Kidventure the majority of our counselors and directors are educators (certified teachers and education students). Their experience, knowledge, and commitment are great and their passion to serve children is immense.
2. Providing for the right amount of instruction and allowing for projects to be camper-driven is essential to what we do.
3. We believe a hands-on approach to fun and learning produces the greatest outcome for our campers.
4. The Cornerstones are designed to be flexible so projects can be adjusted to allow for the individual needs of each camper.
5. Not only is our curriculum appropriately applied to each age group at camp, developmental progressions have been taken into account as your child moves from Discoverers (ages 3-5) to Explorers (grades 1-5) and so on. Kidventure is a progression, designed for every stage of childhood.

## **DAY CAMP REQUIREMENTS**

### **What to Bring to Camp**

#### **DRESS CODE**

Campers **must** wear the following items to camp every day:

1. Kidventure Shirt (two shirts are included with registration each summer). KV Shirts are required for Summer Camp sessions only. Blue shirts are for Discoverers, red shirts are for Explorers, and navy blue shirts are for Leads.
2. Athletic shoes and socks--no flip flops or crocs.
3. Attire needs to be appropriate for being active indoors and outdoors.
4. Swim Sites: send your child to camp in their swimsuit with their KV shirt and shorts on over it. *Swim days will be noted in your weekly camp newsletter.*

Campers are strongly encouraged to bring the following items to camp every day:

1. Water Bottle
2. Hat or Cap
3. Sunscreen (already applied, we will reapply as needed)
4. Backpack (to keep all items together)
5. Nap Mat for Chill Time (Discoverer campers only)
6. Certain items are based on your camp location and the week that your child attends. You will find all of these other items in your weekly newsletter (i.e. swim days, dress up days, etc.).

***PLEASE LABEL ALL ITEMS SENT TO CAMP!***

### **What Not to Bring to Camp**

Do not bring any electronics (iPods, cell phones, gaming devices, etc.). We run a very active camp program and your child will have no time for electronics, even in Pre or Post Camp.

### **Technology Policy**

Kidventure is proud to operate device-free campsites. All cell phones must be kept off and put away in a bag, or preferably, left at home! Campers are permitted to wear smartwatches for non-communication (text or call) purposes only. Campers who use technology without permission will have the option of putting the device in a personal bag or handing it over for safe storage with the Camp Director. Please

note that if you choose to send technology with your camper, Kidventure is not responsible for its safekeeping unless it is handed directly to the Camp Director.

## **LUNCH AND SNACK**

Campers have the option of bringing a sack lunch or ordering a catered lunch through Kidventure. *Please check our website for the catered lunch options available at your preferred camp location. Catered lunch availability varies by city and is only offered for summer sessions.*

Snack is provided at camp every day. If campers stay past regular camp time (3:30 pm) they will receive a second snack during Post Camp. All snacks are peanut and peanut by-product free.

### **Forgotten Lunch Policy**

If campers are not signed up for Catered Lunch (not available at our Dallas/Fort Worth sites), parents are responsible for providing their campers with a lunch each day. Our staff will do their best to notify you as soon as possible if your camper has forgotten their lunch, and it is your responsibility to bring them their forgotten lunch. In the event of an emergency where you cannot bring your camper their forgotten lunch or a replacement, Kidventure will provide your child with a lunch. At this point a \$15.00 Forgotten Lunch Fee will be charged to your account. This Forgotten Lunch Fee covers the cost of the lunch as well as the resources required for a staff member to purchase and deliver that lunch to your camper. This fee will be charged on each occasion, and cannot be waived.

## **FIELD TRIPS**

### **Transportation**

Kidventure provides transportation to field trips on charter buses. All buses are equipped with seatbelts, and campers will be required to have their seatbelts fastened at all times while the bus is in motion.

### **Field Trip Details (*varies by camp season*)**

Explorers will take a field trip once per week. **Leads will take a recreational field trip and participate in a service activity each week.** The cost of field trips is included in the day camp tuition. Discoverer campers do not attend field trips. Explorers cannot stay behind at site on field trip days.

## **SWIMMING AND WATER ACTIVITIES**

### **Pool Protocols**

A certified lifeguard will be at the pool at all times while Kidventure campers are swimming. Campers will be required to take a swim test on the first swim day of each camp week in order to be able to swim in the pool onsite. If a camper does not pass this swim test, they will be given a wristband that requires them to stay in sections of the pool where they are able to reach the bottom.

Not all camp locations have pools onsite. Please contact your city office for more information.

## **LOST AND FOUND POLICY AND MEDICATION POLICY**

All items left behind at the campsite will be returned to your local Kidventure office on the last day of camp. Parents will have up to 5 business days to claim and pick up left behind items including medications before they are donated and disposed of. Kidventure is not liable for replacing any items left behind at camp.

## **ONSITE VISITOR POLICY**

### **Tutor Policy**

If you are wanting your child to work with a tutor during the camp day, we ask that they be added as an authorized pickup person. The tutor may then check your child out of camp and provide any services you have set up. **We will not be able to guarantee space at camp for one-on-one tutoring services.** Upon completion, the tutor will be allowed to check them back into camp.

### **Parent Engagement**

If parents have any questions we are always happy to help and will direct you to the site Director. Parents are welcome to get familiar with our facilities and to help their child(ren) transition into our camp programs; but for safety reasons we do ask that parents not linger at the campsite.

### **Custody and Visitation Protocols**

Both parents have equal rights to pick-up/drop-off, visit, or request information regarding the child, unless a court order is provided. It is the parent's responsibility to provide court documents to clarify the rights and responsibilities of parents and/or guardians. We will only adhere to the guidelines of the most current court documents. We ask that parents not involve Kidventure and our staff in any legal proceedings. Failure to adhere to this request may result in disenrollment from our programs.

## **CAMPER HEALTH AND WELL-BEING**

### **Illness Policy**

If your child is sick and cannot attend camp, please notify your camp office as soon as possible. If sickness or injury prevents your child from missing camp, Kidventure requires that you submit a doctor's note to your camp office to receive a refund for the days missed less the \$50 deposit. In order for a refund to be considered, you must submit a doctor's note within the same week that your child was absent from camp. Doctor's notes can be emailed or faxed to your camp office.

### **Medication at Camp**

If your child will be taking any medication while at camp, you must fill out a Kidventure Medical Dosage Form. This form must be turned into the Camp Director with the medication inside its original container. All medication will be dispensed by the campsite Director per your instructions. Our staff will not administer any medications that need to be given with an open needle.

## **Lice Policy**

Kidventure follows the Centers for Disease Control and Prevention policy for lice situations at camp. If a camper is found to have nits, they will not be sent home. Kidventure will notify the child's parent or guardian that nits were found as we conduct a louse check of the camper's small group. If we find that live lice are present on a camper, that camper will be sent home. An email will then go out to the families of campers in the same small group as the camper on whom live lice were found. Our staff is not professionally trained to confirm that live lice are present. To follow up, we recommend that parents or guardians conduct a lice check at home or have a check conducted by a trained professional.

## **Immunization Records**

An immunization record is required to be on file with us for campers to attend our programs. You are responsible for providing a copy of your child's current record before they attend their first day of camp. ***We do accept immunization exemption forms issued by the Texas Department of State Health Services. We also recognize that exemption forms are only valid for two years.***

## **REGISTRATION, BILLING, AND CANCELLATION POLICY**

### **Summer Day Camp**

A deposit of \$50 per child per camp week is required at the time of registration. Deposits are non-refundable at anytime. There is a once-per-summer non-refundable registration fee of \$35 per camper.

### **Summer Day Camp Mandatory Automatic Billing**

Payment of the remaining balance for each summer camp week is due 10 days prior to the start of that week. If you have not paid in full by the due date, the credit or debit card on file will automatically be charged the remaining balance.

### **Summer Day Camp Cancellations Made Before Automatic Billing**

Cancellations must be made in writing by noon, on Friday, one full week prior to the start of the week you wish to cancel (10 days out). If you do not submit your cancellation request by this time, your card on file will be charged for the remaining camp week tuition and you will not be eligible for a refund in any amount.

If you have already paid in full for a camp week and cancel by noon on the Friday one full week prior to your session starting (10 days out), you will receive a refund for your money paid, less your \$50 deposit.

Deposits paid toward cancelled weeks of camp cannot be applied to an existing week of camp or any previously registered week of camp, regardless of current status.

### **Summer Day Camp Cancellations Made After Automatic Billing**

Cancellations must be made in writing by noon on the Friday one full week prior to the start of the week you wish to cancel (10 days out). If you do not submit your cancellation request by this time, you will not be eligible for a refund in any amount.

### **Transfers Made Before Automatic Billing**

Deposits are non-refundable at anytime, however they can be transferred to any new camp week(s) of your choosing. Subject to availability, your deposit for one week of camp can be transferred to an additional (new) week of camp. Transfer requests must be made at least 10 days prior to the beginning of a session.

### **Late Registration Administrative Fee**

Any day camp registrations added after online registration closes will incur a \$15 administrative fee. Online registration closes at midnight on the Thursday before each camp week starts.

### **Cancellation Requests for All Kidventure Programs**

Cancellation requests must be submitted to our office in writing, either via email or fax. Not attending the program for any reason does not entitle you to a refund. When you register your child, you are reserving space, time, and staffing whether or not your child attends the program.

### **Winter Day Camp**

Winter day camp tuition is due in full at the time of registration. All payments are non-refundable.

### **Thanksgiving Day Camp**

Thanksgiving day camp tuition is due in full at the time of registration. All payments are non-refundable.

### **Spring Break Day Camp**

Spring Break camp tuition is due in full at the time of registration. All payments are non-refundable.