

KIDVENTURE PARENT HANDBOOK 2024

May 2024

PURPOSE OF THIS HANDBOOK

We understand how trying and uncertain things continue to be right now in just about every aspect of our lives. We also understand the part we as Kidventure play in the lives of our families in supporting working parents and supporting the emotional, social, and physical health of our kids. Kids need camp, but camp needs to be a safe place first. **That is our number one goal.** This Handbook is designed to lay out our policies and procedures for conducting Kidventure Camp during these times.

THIS HANDBOOK IS FLUID AND MAY BE UPDATED

The pandemic has impacted all of our lives in some way. We have come a long way from the initial shutdown and we continue to make progress, which gives us hope and optimism for the future. We believe in constructing our camp and this handbook based on our current climate. If guidelines from our State and Health Officials are updated, we too will update our Handbook and potentially ease our procedures as they relate to COVID-19. If and when those guidelines change, we will notify you promptly and implement those changes in camp immediately.

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!

OUR 2024 PRIORITIES FOR YOU AND YOUR CHILD

We believe that camp is one of the best platforms to teach and do so much. At Kidventure, we have five clear and distinct priorities for this 2024 camp season. They are as follows:

1. Provide kids with an environment that is safe, kind, and loving. This is our foundation.
2. Give kids the opportunities to be a child, to explore their world, try new things, and gain confidence in the process and in doing so, tamp down the fear.
3. Provide an example through their camp counselors and directors of how to come together in unity, with respect for one another, and celebrate the best of what makes us human beings.
4. To provide a place where kids can contribute to something great. Kids want to help, to give, and to make the world a better place.
5. To provide our campers' parents with support, with confidence that their children are being cared for, that they are safe, and that their mental and physical well-being is of paramount focus.

DAY CAMP PROGRAM AGES AND RATIOS

SUMMER CAMPS

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

SEASONAL CAMPS (THANKSGIVING, WINTER, SPRING BREAK)

- **Discoverers ages (3-5) grades (Preschool to Pre-K)**
- **Explorers grades (K-5th)**

POTTY ACCIDENT POLICY

Our Discoverer program is for potty-trained children ages 3-5. Fully potty-trained means campers should not be in pull-ups. Campers should be able to wipe themselves and they should not have frequent potty accidents. 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 implement 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 staff to camper ratio based on their age group.
- 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 noises or have a successful method in place to cope with loud noises.
- 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 AIDS AND SUPPORT

Campers need to be able to function safely and appropriately within the above ratios to attend camp. Families are welcome to provide 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 sexual abuse prevention training. Please make sure you contact the Kidventure Office to make proper arrangements with ample lead time before camp starts if your camper needs an aid with them through the camp day. Kidventure will do its best to accommodate aids; however, there are some cases and situations that make this challenging and we may not be able to facilitate. Parents are responsible for supplying the aid and ensuring the trainings are completed before camp begins.

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 will use positive guidance to respond to behavior challenges and not negative means of response.

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.

When there is an incident at camp that may involve multiple campers, please know that the safety and privacy of our campers is our priority. Due to this, specific camper names will not be used or given; however, know that Kidventure is working with all families involved to resolve the issue and appropriate consequences given.

2024 CAMP OPERATIONAL HOURS

Day camp operates Monday-Friday unless otherwise stated.

Regular Drop Off:	Varies by location, please see site newsletter for details.
Official Camp Day:	8:00 AM - 3:00 PM
Regular Pick Up:	3:00 PM - 3:15 PM
Post Camp:	3:15 PM - 6:00 PM

COVID-19 AWARENESS

The first step to limit the spread of COVID-19 is in preventing those with a confirmed case of (or a high probability of having been in contact with a confirmed case of) COVID-19 from entering the facility. All of us need to do our part to keep the Kidventure community a COVID-free space. If you or someone in the immediate household has had exposure to someone diagnosed with COVID-19 or has COVID-19, please keep your camper home and follow the latest guidance from the CDC and health authorities to get tested. Keep in mind that, in most cases, immediately testing will not give you an accurate indicator if COVID-19 is incubating in the person.

COVID-19 VACCINATION

Vaccination has proven to be a positive tool to help combat the spread of COVID-19. We do not require that everyone be vaccinated; however, we do highly recommend and encourage everyone eligible to get vaccinated and boosted.

MASKS

At this time masks are not required at camp for either campers or staff. Masks have proven to be a very effective tool to minimize the spread of COVID-19. Masking up is always encouraged and can only add protection to those that wear them; however, the need for masks is driven by several factors:

- Vaccination status
- The current active COVID-19 spread in the community

- COVID-19 mutations and variants that change the behavior and way the virus spreads
- Indoor vs. outdoor activities
- The number of people and social distancing that is possible
- Mandates imposed by our licensing requirements, governmental agencies, or that of our host facilities

DROP OFF/PICK-UP PROCEDURES

DROP OFF

Kidventure will implement a carpool drop-off and pick-up procedure for camp. At your campsite, signs will be placed to direct you where to queue up for drop off and pick-up. At drop-off, camp staff will escort campers from the car into camp.

PICK UP

At regular **pick up** all campers will be escorted to their car at the designated time. Parents or caregivers are to remain in their cars at all times. If you need to get out of your vehicle at any time during pick-up, please first exit the pick-up line and park for the safety of campers and staff. **During Post Camp**, we are still asking those picking up not to enter the facility. Please follow your specific campsite instructions on the whiteboard for having your child escorted to you from camp. A walkie-talkie will be placed by the whiteboard or a camp phone number will be listed to contact camp staff when you arrive at post-camp to pick up. We will escort your child to your car at that time. Please have your pick-up number ready any time you pick up your child.

PICK UP NUMBER

The family pick up number is a security code specific to your family so we know that an authorized person is picking up your child. This number will be given to you the first day you drop off. The pick up number will be the same for all campers in your immediate family and will remain the same throughout the summer. Anyone who is wishing to pick up a camper must know or show the pick up number to a Kidventure staff member.

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. Habitual lateness may result in an increase in the \$1/min/child late fee payment and/or alternate disciplinary action.

GROUPING OF CAMPERS

Kidventure's camp program has always divided children into small groups for much of the camp day. We will continue that technique throughout the camp day, thus minimizing the mixing of larger numbers of children together. Children will be grouped with other campers of similar age and we will strive to keep those groups as consistent as possible throughout each camp session. Along with their counselors, campers will play and learn in their small groups during the day. They will participate in athletics, art, science, games, music, and all other aspects of the typical Kidventure camp curriculum. Programs such as Explorers and Leads may participate in larger group activities, where age-appropriate. If you have a specific friend that you would like to be paired with your camper, please put their name in the "Buddy Request" field at the time of registration. Please note that this is a request and Kidventure will do our best to accommodate; however, it is not guaranteed due to the number of factors involved. Requests made immediately before camp starts will not be accepted.

SICKNESS AT CAMP: STEPS

The following steps will be taken for any camper or staff member who demonstrates symptoms of sickness during camp.

1. The camper or staff member exhibiting symptoms of illness during camp will be isolated in our designated First Aid Station.
2. The camper will be assessed to better determine if the camper needs to go home or stay at camp.
 - a. Temperature
 - b. General appearance and demeanor (are they lethargic, pale, etc...)
 - c. How they feel
 - d. Understanding symptoms (headache, stomachache, etc...)
3. The camper's parent/guardian will be called and updated on how their camper feels and what we are seeing.
4. Determining if a camper has to go home.
 - a. In some instances, for the health and safety of the camper and those around them, the camper must go home:
 - i. Fever
 - ii. Vomiting
 - iii. Persistent coughing or sneezing
 - iv. First aid emergency
 - b. After assessing the camper and giving them a minute to rest, the camper may feel better and is cleared to return to camp from both the parent and staff.
 - c. After assessing the camper, the camper may not feel better and chooses to go home in unison with the parent/guardian.
5. If your child is confirmed to have a communicable illness during or after the camp session, please contact the Kidventure Office so that we may notify the necessary people.

COVID-19 PROTOCOLS

Covid-19 is an ever-evolving virus. If your camper tests positive while at camp, we will be guided by the CDC, The Texas Department of State Health Services, and our State and local health authorities to make the best decisions regarding quarantine and return to camp at that time. If your camper has tested positive, it is important to notify your camp office so that we may respond appropriately.

WHAT TO BRING AND WEAR TO CAMP

DRESS CODE AND REQUIRED ITEMS

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

1. Kidventure Shirt, 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.
 - a. Kidventure Shirts are available for purchase online through the Kidventure Camp Store, which can be found on our website: kidventure.com. Shirts will also be available at designated locations in each city. See the website for specific locations and times.
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)*
5. Water Bottles

OPTIONAL BUT ENCOURAGED

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

1. Hat or Cap
2. Sunscreen (already applied, we will reapply as needed)
3. Backpack (to keep all items together)
4. Nap Mat for Chill Time (Discoverer campers only)
5. Dry Change of Clothes
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 toys or electronics (iPods, cell phones, gaming devices, etc.). We run a very active camp program and your child will have no time for personal toys or electronics, even in Post Camp.

TECHNOLOGY POLICY

Kidventure is proud to operate device-free programs for Discoverers and Explorers. 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.

Kidventure LEADS campers are permitted to bring their personal cell phones; however, there are specific rules and guidelines in place for their use. During the majority of the day, all phones must be turned off and stored away; however, during specific breaks campers have access to take out and use their phones. All campers must follow the set rules with appropriate usage or their phones will be confiscated and returned to the parent/guardian.

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. Lunch is non-refundable once billed. Please refer to your Lunch Menu for ordering deadlines. If bringing a lunch from home, please be mindful of common food allergies when packing lunches.

A snack is provided at camp every day. If campers stay past regular camp time (3:15 pm) they will receive a second snack during Post Camp. All snacks are peanut and peanut by-product-free. Families are welcome to bring snacks from home. Please notify your site director if you have provided snacks you want us to give or if you do not want your child to receive Kidventure snacks.

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 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.

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 on site. 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. If you would like your child to opt out of the swim test, please notify the Camp Director on the first day of the camp session. **Not all camp locations have pools onsite. Please contact your city office for more information.**

LOST AND FOUND POLICY/ABANDONED 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

For the safety and security of all campers and staff, we are a closed campus. We do not allow any parents, guardians or other non-Kidventure personnel into camp. If you would like access, a tour, or have specific questions please call your local Kidventure Office.

CUSTODY AND VISITATION POLICY

Both parents have equal rights to pick-up/drop-off 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 unenrollment from our programs.

CAMPER HEALTH AND WELLBEING

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 in to the Camp Director with the medication inside its original container. All medication will be dispensed by the campsite Director per your instructions, which must match the prescribed 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 head 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. Your child will not be able to attend camp until we receive their immunization record. Refunds will not be

given for immunizations not provided resulting in the inability to attend a camp session. **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 \$100 per child per camp week is required at the time of registration. Portions of this deposit are refundable until May 1st. After May 1st, camp deposits are non-refundable at any time. Please see our cancellation schedule below for complete details.

Cancellation Dates	Cancellation Fees
Until March 31	\$50 cancellation fee (\$50 refundable)
April 1 – April 30	\$75 cancellation fee (\$25 refundable)
After April 30	\$100 cancellation fee (full deposit non-refundable)

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 AUTO BILLING

Cancellations now can be made online or by contacting your local Kidventure Office. All Cancellations online will follow the same policies as stated below. Please note, that any transfers must be done through the KV Office. Cancellations must be made in writing or you must receive a confirmation email after speaking to a Kidventure Customer Service Representative by the end of business, on Thursday, 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 end of business on Thursday one full week prior to your session starting (10 days out), you will receive a refund for your money paid, less your \$100 deposit.

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

Registrations are unique and tied to a specific individual. Registrations may not be transferred to another individual.

WAITLISTS: NOW AUTOMATED

This year we have automated our waitlist procedures. If a session is full, you will be placed on a waitlist at no cost. Once a spot is open for a program, an auto email will be sent to your online account email address indicating that a spot has opened up. This email will indicate what participant the open spot is available for as well as dates, times, and name of program. At that point, you will have 48 hours to accept your spot through the email that you received. If you choose not to claim the spot once you receive an email, you can elect to remove yourself from the waitlist at that time and the next family on the list will be offered the open spot. If you do not accept the invitation in the given period, the next family on the list will be offered the open spot at that time. If time expires or you remove your camper from the waitlist, and you wish to be back on the waitlist again – you will need to sign up for the waitlist again and this will place you at the bottom of the list in the order you signed up.

SUMMER DAY CAMP CANCELLATIONS MADE (AFTER) AUTO BILLING

Cancellations must be made in writing by end of business on Thursday one full week prior to the start of the week you wish to cancel (10 days out) or receive a confirmation email after speaking to a Kidventure Customer Service Representative. 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 AUTO BILLING

Transfers from one session to another may take place without penalty 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 ADMINISTRATION FEE

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

CANCELLATION REQUESTS FOR ALL KIDVENTURE PROGRAMS

Cancellations now can be made online or by contacting your local Kidventure Office. All Cancellations online will follow the same policies. Cancellation requests must be submitted to our office in writing via email or you must receive a confirmation email after speaking to a Kidventure Customer Service Representative. 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.

Seasonal Camps (Thanksgiving, Winter, and Spring Break)

Seasonal Camps follow similar policies as our summer program; however, please see the Kidventure website for the most up to date seasonal schedule and registration information. Some seasonal camps register by the day and some by the week. Generally, daily registration payments are due in full at the time of registration and weekly registrations follow a deposit structure.

THE KIDVENTURE CURRICULUM: 4 CORNERSTONES

KIDVENTURE IS MORE THAN JUST A CAMP

Kidventure is an opportunity for kids to grow strong, expand their academic potential, forge meaningful relationships, love fitness, and 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.

WHAT WE DO AT CAMP

Kidventure is focused on prioritizing the mental and physical health of every child. As mentioned in our mission statement, we do this through our every action. Our actions are purposeful and intentional in how we build our curriculum. A curriculum that prioritizes self-exploration through center-based play and fine and gross motor development. Creative opportunities for campers to use their imagination and creativity to express themselves. Physical opportunities for campers to play, and run, and learn how to work together as a team without the distraction of technology to demonstrate sportsmanship. We also prioritize the practice of self-reflection, and providing our campers with opportunities to reflect and grow. Our programs rotate every 30 to 45 minutes. Our curriculum encompasses opportunities for physical activity, creativity, exploration, and reflection! Our Discoverers participate in centers daily to strengthen their fine, and gross motor development! We also bring a field trip to the site weekly known as our KV Live! Our Explorers have a weekly curriculum plus projects to learn new skills, and create a product they are proud of in addition to going off site on a weekly field trip! Our LEADS program learns and practices a new sport with a sport of the week, while also getting to experience an off site field trip weekly. Our LEADS have the opportunity to serve the community through a service project weekly as well! At Kidventure, you will see all of our campers rock climb, play archery tag, participate in team building activities, and celebrate the day with an opening and closing pep rally consisting of counselor challenges, songs, chants, and building character!

FIELD TRIPS

Field trips will take place once per week for all Explorers and LEADS campers and provide opportunities for our campers to experience a variety of enriching activities outside of the campsite. Campers and staff will travel on buses equipped with seatbelts. The cost of all field trip transportation and entrance fees will be included in the price of your tuition. Please refer to the website for specific field trip dates and locations as they are finalized. A camper that is going on a field trip can not stay at site even if other programs are present onsite. If a parent does not want their child to participate, it is their responsibility to find other care for that day, or minimally during the field trip. Choosing not to participate in the field trip does not entitle you to a discount or reduction of cost.