

FAMILY CAMP KIDTRIBE

CHILDCARE POLICIES & PROCEDURES

CONFIDENTIALITY

Confidential and sensitive information will only be shared with KidTribe staff who need appropriate information to safely care for children. Privacy of other families will be kept. Therefore, staff are not permitted to discuss information about another child with those outside of KidTribe.

COMMUNICATION

Staff will communicate with parents/guardians regarding emergencies, behavioral conduct, and any additional concerns. If parents/guardians would like updates on their children, they may stop by KidTribe to check on their child. Staff will keep their phones with them for emergency use only in effort to provide quality attention and care.

HOURS, DROP OFF, AND PICK UP PROCEDURES

Please refer to your pocket schedule for KidTribe times. Parents/guardians dropping off their child will stop at the front desk and sign the child using the check in system. During this time, parents/guardians are required to inform the staff of any special instructions or needs for that day. Parents/guardians are free to pick up their child at any time during the day and are required to sign their child out at the front desk or with the Childcare Lead in the same way they signed them in. During this time, the Childcare Lead will provide parents/guardians with any necessary information regarding their child. Individuals not included on the authorized pick up list will not be permitted to pick up any children.

WHAT TO BRING

Below is a list of things parents/guardians should bring (and clearly label) to leave behind each day:

BRING	LEAVE AT THE HOTEL
Full change of clothes (all ages)	Electronics
Sunscreen <u>(please apply before drop off)</u>	Money
Snacks (if there are dietary needs)	Anything of value
Bottles (please include feeding time on bottles), sippy cups, pacifiers	Toys
Diapers/wipes	
Water bottle	
Special blankets or snugglies	

CURRICULUM AND ACTIVITIES

The curriculum used in KidTribe fosters spiritual growth in a hands-on and fun manner which appropriately focuses on the cognitive and development phases for each age group. Each lesson compliments the overall theme of the day with the hope families can come together at the end of their individual lessons and all be able to discuss the theme together regardless of their age.

These activities will enable children to embrace the fun of camp in an appropriate setting for each age group. Each activity promotes flexible and engaging time for children to play. *At times, our activities are literally in the mud, so please send them in clothes that can get dirty! :)*

DAILY SCHEDULE

AM:

Arrive and play inside (0-2)/outside (3-5)

Free play inside (3-5)/outside (0-2)

Snack Time

Crafts and clean up

Lunch Break!

PM:

Stretch, rest, & relax:

- Bible story video, movie, read books, music, etc

Calm activities: playdough, freetime, snacks (if needed)

Rotations of choice activities (30 min. each):

- Sensory room
- Family game room with foam pit
- Black light room
- Craft room
- Outside playground
- Glory Bee Tea Room
- Take a walk around the courtyard/Scavenger hunt

Bible Story, Songs & Craft

Clean up!

NAP TIME

KidTribe staff do their very best to let children nap when parents/guardians deem best. Parents/guardians can communicate the times for their child to rest when completing the KidCheck form, and staff will try to honor those times. However, if your child follows a very strict nap schedule, parents/guardians may consider having them nap before or after coming to KidTribe. You are also welcome to put them down for a nap in KidTribe before we open in the afternoon. We have cribs, as well as nap mats available.

CLASS ASSIGNMENTS

Staff created and scheduled specific curriculum and activities for each age group based on their cognitive and physical development. To make sure the lessons and activities are appropriate for your child, each child will be placed in a child care class based on their age. The children will stay in their specific age groups throughout their time in child care. If we have lower numbers, staff may combine classes. If there are concerns about where your child will be placed please speak to the Lead. The ages for each room include: 0 - 1 year olds, 1 - 2 year olds, and 3 - 5 year olds

FOOD AND SNACKS

We provide a morning and afternoon snack for the children each day. (*Gluten free snacks are available!*) **If your child has any specific food allergies please ensure to include this when registering in KidCheck.** Our staff will reference this when selecting the snack for each day. **If parents/guardians would like to provide a snack for their child while they are in KidTribe, they will clearly label the snack and include this in KidCheck with specific instructions.** Staff will ensure children eat the snack parents/guardians provide. Please send your child with a clearly labeled water bottle (or milk bottle).

POTTY TRAINING

If children are potty training parents/guardians will ensure it is noted on the Information Form and inform staff of necessary details, including what language and routines are used at home, so staff can continue this while children are in childcare. Parents/guardians will supply an extra change of clothes in case of an accident.

EMERGENCIES/INJURIES

In case of a medical emergency, staff will first call 911. Then, staff will contact the parents/guardians and the on-call medstaff. Staff does not administer medication. If there is a minor injury we will clean the wound and administer neosporin and a bandaid. Your child will also have an Owie Report to take back with them.

DISCIPLINE

As Family Camp staff, we will do our best to keep your child on track in a positive way, with encouragement, redirection and modeling appropriate behavior. If this kind of positive reinforcement does not work, we will contact you. If there is any kind of physical harm to others or to oneself, we will immediately contact you to pick up your child for that day.

HEALTH SAFETY

We ask that adults and children sanitize their hands before (or upon) entering the KidTribe building. In addition, toys, furniture, and high traffic areas will be sanitized throughout the day, multiple times to limit the spread of germs. Before snack times, children will wash/sanitize their hands and snacks will be given in individual bags or cups. **If your child shows any symptoms of illness (fever, nausea, coughing, runny nose, diarrhea) you will be contacted to pick them up. Children may not come to KidTribe unless they are symptom free for at least 24 hours.** Thanks for helping us in keeping this a safe and healthy environment for the children! :)

If you have any questions or concerns regarding any of these policies, please find Julie Garnaas or email her at julie.garnaas@glorieta.org