

Parent Handbook COVID-19 Edition 2020 School Year



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Parent Handbook COVID-19 Edition

Introduction	3
A. Enrolling Your Child	4
B. Nondiscrimination Policy	4
C. Extra Hygiene Measures and Procedures	4
D. Inclusion Policy	5
E. Fee and Payment Policy	5
F. Admission/Exclusion Due to Symptoms of Illness	6
G. Personal Belongings	7
H. Arrival and Departure Procedures	7
I. Visitors	8
J. Field Trips/Special Events	8
K. Parties and Celebrations	8
L. Food	9

Introduction

Dear Parents,

As we are getting ready to reopen after nearly six months, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Camp U are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for the safety of all, we will continue to align with UCS's basic school model. Our goal is to draw out and inspire the best in our students by providing them with opportunities to create, explore, and learn in a nurturing atmosphere. Every day, Camp U students participate in hands-on games and crafts, engage in literacy, and are physically active.

This handbook will layout the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is continuously evolving, so all changes included in this handbook will remain as the "new normal" until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines and those put forth by NC Governor Cooper. Please be sure to read through this handbook and electronically sign and return the last page.

Please feel free to contact me if you have any questions about the policies and procedures outlined in this Parent Handbook. They are in place to ensure that Camp U is a safe and enjoyable place for your family.

Sincerely,

Tykelia Bell
Director
Camp U of NC

A. Enrolling Your Child

Before enrolling any child, parents or guardians must schedule an appointment with the Director(s) for a phone or Zoom interview. We believe this provides both the parent and the Director the opportunity to convey their expectations of Camp U and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition, and financial agreement, all health and emergency forms, and a copy of our handbook. All forms will be submitted electronically.

In the event of a class being at its full capacity, we will place your child on the waiting list. We are sorry that we cannot always meet the needs of parents or guardians when requested. However, you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

Families with a balance from the previous school year may not begin enrollment in the program until the balance is paid in full.

B. Nondiscrimination Policy

Admissions to Camp U shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age, or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive, they will wash their hands with soap and water for at least 20 seconds. Hands will also be washed throughout the day, including before and after snack, and after contact with bodily fluids. Sanitizing stations are located throughout our facility. Hand washing will be encouraged over sanitizer unless soap and water are not available.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use, and at the end of each day. All used toys and manipulatives will be disinfected and not available for use for a minimum of 72 hours. All soft toys and pillows will be put away during this phase of opening.
3. Mask wearing: All staff and campers will wear a cloth face-covering unless there is a documented medical condition preventing the use of a face mask.
4. Social distancing: Campers will be separated into small groups in addition to spacing them out. Campers will be assigned to a shared table with no more than one other camper. Each camper will have his/her own space and materials on each end of a 6ft table.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to campers at our center by making necessary modifications to meet the child's special needs.

E. Fee and Payment Policy

Camp U enforces the following policies and procedures for tuition payments:

1. Part-Time care is not available during Plan B.
2. A \$25.00 per month late fee will be charged when a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes elapsed after closing.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, personal vacations, and weather-related closings.
5. Free vacation weeks:
 - a. A vacation of two weeks will be granted to a full-time or part-time student who has been enrolled for the full year.
 - b. A vacation week **MUST** be taken in five consecutive days.
 - c. A vacation week will not be granted if tuition is not current and paid on time on a consistent basis.
 - d. The Camp U director requires one week of written notice prior to taking their vacation week.
6. If you need to terminate your child's enrollment, a two-week notice will be given to the school director(s); otherwise, you will continue to be charged your monthly tuition. (No reimbursement of tuition will be granted).
7. If you decide to take an extended leave of absence, we can only hold your child's spot by paying a 25% per month fee. ***The extended leave of absence also applies to those who choose not to send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure.***
8. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.

F. Admission/Exclusion Due to Symptoms of Illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e., ringworm, head lice, chickenpox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 980-819-0455 to be sure they may attend. If your child appears to be sick or has any of the

above symptoms while at school, we will notify the parent or guardian immediately. The child must be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without the aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the medication administration form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, you must keep your child home. They must be isolated for a minimum of 14 days after symptom onset. For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A possible exposure is defined as living in a household with someone who is diagnosed with COVID-19 or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the health department, United Community School, and our parents.

G. Personal Belongings

While in this phase of operation, children may not bring personal belongings aside from what is necessary for school. No toys or personal items from home will be permitted at this time. Each camper will have their own storage bin for their personal belongings. In each container, every camper will have his/her own set of crafting and writing materials, including paper, pencils, markers, crayons, colored pencils, scissors, and glue. Any items such as coats and backpacks that will not fit in the storage bin will be stored on the back of the camper's chair.

H. Arrival and Departure Procedures

Our facility is operational from 2:45 pm – 6:00 pm, Monday, Tuesday, Thursday, and Friday. Our facility will be closed on Wednesdays for disinfecting and deep cleaning. While operating in this phase, drop-off times will be staggered. Students will arrive by groups or grade levels. All

campers will have their temperatures checked and wash hands with soap and water upon arrival.

Pick-Up Procedures

Please abide by this pick-up time. All campers must be picked up by 6:00 pm. Only students and staff are permitted inside the facility. Parents will pick up and sign out their campers in the designated outside area. If you see another family being helped, please be patient until it is your turn.

I. Visitors

Visitors will not be permitted at this time. This includes specials/enrichment teachers until further notice. Outside student services or tutors will be allowed if they pass screening procedures and follow protocol.

J. Field Trips/Special Events

There will be no field trips nor special events/gatherings at this time.

K. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable.
- B. Snack: A snack is included in your tuition amount. All snacks served will be individually wrapped and prepacked.
- C. Food Allergy: **We are a peanut-free facility**, so please do not provide any food that contains peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and discussed with the teacher or director.

L. Homework Policy

Camp U stresses the importance of homework and sets time aside every day for the children to complete their assignments. Staff members are available to supervise the homework area and occasionally assist them with simple homework assignments such as reading and spelling. Because of the complexity of some homework assignments and projects, and due to the number of children who require assistance during homework time, the staff members are not guaranteed to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor.

Although we encourage the children to do their homework when assigned, using the time set aside to complete homework is the child's responsibility. Please let us know if you prefer to have your child complete his or her homework at home. Children who do not use homework time to complete their homework will read or study as an alternative activity.

M. Inclement Weather

In the case of inclement weather, hours of operation may be adjusted for student and staff safety. You will be notified immediately of any changes that may affect drop off or pick up times. Camp U will use email and ProCare to notify families in case of an emergency.

N. Student Behavior

The children and staff of Camp U are to treat each other with respect, compassion, and consideration. The rules and behavior expectations utilized by Camp U will be explained to the children clearly and reinforced in a consistent manner. Children will be given reminders and redirection to encourage positive behavior.

Our child guidance plan strives to accomplish the following:

1. Maximize the growth and development of each child.
2. Protect the group and the individuals around the child.
3. Set reasonable and positive expectations.
4. Offer each child choices.
5. Provide opportunities to verbalize feelings.
6. Encourage self-control through self-understanding.
7. Help each child grow in responsibility and self-esteem.

DISCIPLINE POLICY

This section will define certain levels of offense when undesirable behaviors occur. This section is meant to provide general guidance as to the level of discipline that can be expected.

1 LEVEL ONE OFFENSES

Level One Offenses are relatively minor incidents of bullying or similar actions, such as open defiance of a teacher's request, intentional or repeated disruption of class, use of inappropriate or obscene language, lying to a teacher or staff member, or an isolated, minor incident of verbal bullying. Discipline for Level One Offenses will generally be handled by a Camp U teacher, and the discipline will generally be determined at the discretion of the teacher. Discipline may range from verbal warning to redirection to more suitable activity at the discretion of the director.

2 LEVEL TWO OFFENSES

Level Two Offenses are more significant incidents of bullying or inappropriate behavior, such as physical bullying, sexual bullying, or repeated or severe verbal or emotional bullying incidents. Level Two Offenses should be reported to a Camp U Director. A Director will determine discipline in consultation with the Camp U teacher. Discipline may range from a written referral to a temporary suspension from the program at the discretion of the director.

3 LEVEL THREE OFFENSES

Level Three Offenses are severe incidents or repeated incidents of bullying or inappropriate behavior. Level Three Offenses shall be reported to a Camp U Director. A Director will determine discipline in consultation with the teacher. Discipline may range from suspension from Camp for one day to expulsion from the program.

After three written referrals or if the Camp U Director feels that Camp U cannot accommodate the child's needs, the Program reserves the right to terminate the child's participation in Camp U.

Abuse and Neglect

Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in Camp U.

The staff of Camp U are mandated reporters and, as such, are required by NC Law to report all suspected instances of abuse or neglect to the Department of Social Services. If you have questions or concerns regarding child abuse or neglect, call the 24-Hour Child Abuse and Neglect HOTLINE: **704-336-CARE (2273)**.

Camp U

Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook" COVID-19" edition for the 2020-2021 school year, which contains the policies and procedures for Camp U while reopening. After reading the handbook, please complete this form and return it to the school via email or google forms. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Tykelia Bell
Director
Camp U

I, _____ (print your name), the parent/guardian
of _____ (print child's name), hereby
acknowledge receipt of Camp U's Parent Handbook COVID-19 edition. I have read and agree to
adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____