

LifeCenter Plus 2020 Kids Force Parent Handbook



TYPICAL DAY AT KIDS FORCE

7:00am-9:00am	Before Care
9:00am	KF STARTS
9:00am-9:15am	Attendance
9:15am-11:00am	Virtual Learning, Crafts and/or Activities
11:00-1:00pm	Lunch & Recess
1:00-3:00pm	Virtual Learning, Crafts and/or Activities
3:00pm	CAMP ENDS
3:00-6:00pm	After Care

WHAT TO PACK

Please label all belongings with your camper's name.

- Face Masks (REQUIRED)
- Sunscreen (for weather permitting)
- Extra set of clothes
- Socks & underwear
- Sweatshirt/Jacket
- Tennis Shoes
- Water Bottle
- Morning Snack
- Lunch
- Supply Box with pencils, pens, crayons, markers, glue stick & scissors.
- Laptop or tablet
- Combination Lock

KIDS FORCE HOURS, CURBSIDE DROP-OFF & PICK-UP INFORMATION

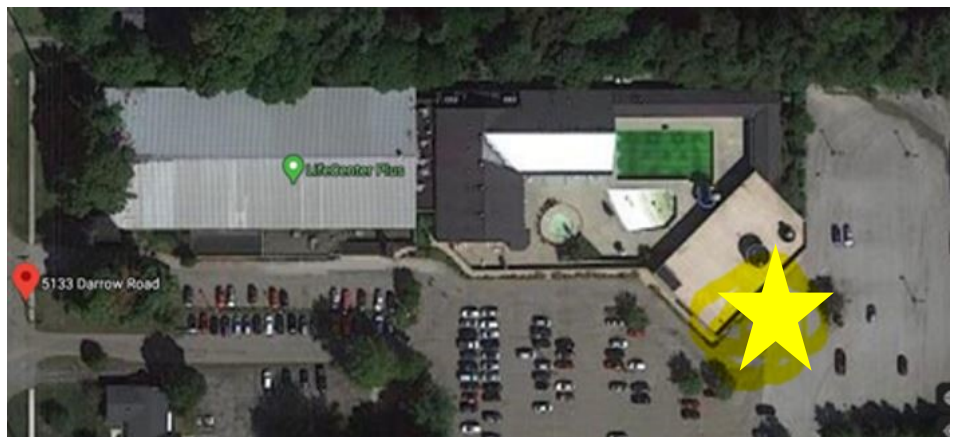
Kids Force Hours

LifeCenter Plus offers Kids Force Monday through Friday from 9:00am to 3:00pm. Before and After Care options are available for an additional cost.

Curbside Drop-Off & Pick-Up Process

We ask that all cars form a loop so that their camper can leave/board curbside only. We will have staff curbside to check your child in/out. To ensure the safety of all children, please observe the following:

- Patiently wait in line—our goal is to always have children arrive and leave in the safest way possible.
- Please remain in line to await your turn to leave the drop-off/pick-up line.
- To prevent accidents, only one lane or line of cars is permitted.
- Remain in your vehicle.
- Please stop just long enough to safely unload or load your child.
- For pick-up, please display on your dashboard or passenger side window:
 - Your child's name
 - Your name
 - License plate number



LifeCenter Plus does not and will not assume responsibility for children that arrive before 7:00am.

Pick-Up

It is our responsibility to see that your child leaves with the appropriate person each day. Individuals authorized to pick-up your child must be listed on the Authorization for Pick-Up Form in your registration packet. Your child will not be released to anyone not included on that list.

We will ask for identification (or until the staff recognizes the authorized person). Please do not be offended. This is done with your child's safety in mind.

Early Pick-Up

If your child will be leaving early, please notify our staff, in writing, the morning of the designated day.

Late Pick-Up

After Care ends promptly at 6:00pm. Any children not picked up by the end of the day will be placed in the Main Club and a \$10 late fee per child will be charged.

Before & After Care

Parents will need to enter the building.

Temperature Checks, Face Masks, & Illness

Temperatures will be taken onsite with a no-touch thermometer each day upon arrival. A normal temperature should not exceed 100 degrees Fahrenheit for a child and 100.4 degrees Fahrenheit for an adult. If someone has a high fever, they will be asked to leave and not return until fever-free without medical intervention for three days.

Face masks are required by all children attending the program, along with all LifeCenter Plus staff. Proper social distancing measures are taken for during learning and activity time, along with lunch/snack time.

We do ask that if your child is feeling ill to please stay home. Additionally, any child that exhibits COVID-19 symptoms will be separated from the others and will need to be picked up immediately and seek medical care and/or COVID-19 testing, per Ohio Department of Health and CDC guidelines.

LUNCHES & SNACKS

All children should bring a non-perishable lunch, snack, beverage and water bottle daily unless otherwise notified. Lunches will not be refrigerated. Please mark all lunches with your child's first and last name. Lockers will be available for storage per each child (must bring in your own combination lock). Please do not provide your child with food that will need heated or microwaved. LifeCenter Plus staff is not responsible for food preparation of any kind.

LOST & FOUND

Label each piece of your child's supplies, gear, and clothing with his or her first and last name. All lost and found items left at LifeCenter Plus will remain at LifeCenter Plus. Please call 330-655-2377 to locate lost items. LifeCenter Plus is not responsible for lost, damaged, or stolen items. The best way to prevent the loss of property is to leave it at home!

PARENT COMMUNICATION

In order for LifeCenter Plus to provide a successful experience for your child, it is necessary for the staff and parents to work together and support each other. Whenever you have questions or concerns related to Kids Force, please direct them to your child's Lead Room Counselor. Proper action can only be taken when clear communication takes place. Due to the times of activities, please allow 48 hours for emails and phone calls to be returned. Should you need to contact LifeCenter Plus regarding Kids Force, simply send an email to **SummerCamp@LifeCenterPlus.com** or call **330-655-2377 ext.322**.

Staff Communication

Staff are trained to handle day-to-day situations that may arise during camp in a safe and caring manner. Instances when you might expect to hear from camp staff for consultations or to arrange to pick up your child may include illnesses or behavioral issues.

Emergencies

Should you need to contact your child in an emergency circumstance, please call **330-655-2377** and a LifeCenter Plus staff member will offer his/her assistance.

Absences

To ensure the safest possible environment, please report absences in writing to LifeCenter Plus at **SummerCamp@LifeCenterPlus.com** if your child is not going to attend on any given day. No refunds are given for absences.

Late Arrivals & No Shows

If your child will be arriving late, please notify a Kids Force Staff the day before or email LifeCenter Plus at **SummerCamp@LifeCenterPlus.com**. If a child does not show up to Kids Force by Noon, staff will call the primary contact to determine the child's whereabouts. No refunds or credits are given for late arrivals or no shows.

KIDS FORCE STAFF

LifeCenter Plus Kids Force staff are selected for their experience working with children, judgment, maturity, and their fun/caring attitudes! In addition to learning all policies and procedures of LifeCenter Plus, all our staff is certified in First Aid and CPR, and have passed a National background check. All LifeCenter Plus Staff are required to wear face masks at all times while working in the Kids Force program. We feel confident that we have the best staff around!

PAYMENTS

Kids Force payments must be received before 4pm on the Thursday prior for your child to attend Kids Force the following week.

Payments Accepted

We accept checks payable to LifeCenter Plus, cash, Visa and MasterCard, Discover, and on account for LifeCenter Plus Members.

Registration Changes

Should you wish to cancel a Kids Force registration, you must give LifeCenter Plus a written notice 10 business days prior. After this time no refunds will be given, no exceptions. We do not provide credits due to cancellations by participants. You will be charged a \$10 administration fee to any changes to Kids Force registrations.

HEALTH INFORMATION

The health and safety of your child is our primary concern.

Illness

Children must be healthy enough to participate in the daily routine of Kids Force. If your child becomes ill at Kids Force, you will be notified immediately to pick up your child. LifeCenter Plus does not have the facilities to care for sick children and therefore do not allow them to remain at Kids Force. If your child has a communicable disease, they may not return to camp without a doctor's note.

Medications

If your child needs to take any medications during Kids Force hours, the medication must be given to a Lead Kids Force Staff member. The medication must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for your child's stay at Kids Force. Exact directions for dispensing the medicine along with the time that it should be taken must be written on the Emergency Medical Authorization form. For those children requiring an epi-pen, please provide written instructions if the epi-pen needs to be returned daily or can remain at Kids Force for the duration.

BEHAVIOR EXPECTATIONS AT CAMP

All children are entitled to a pleasant and safe environment while participating in LifeCenter Plus Kids Force. We expect staff, children and parents to act respectfully toward other children, staff, equipment, facilities and themselves at all times while participating in Kids Force. LifeCenter Plus staff will strive not only to provide a fun and safe learning experience, but also to stress respect for others. Kids Force staff will work cooperatively with parents, keeping them informed. The following procedures will be followed when children misbehave or break Kids Force rules.

LifeCenter Plus reserves the right to suspend or terminate a participant from Kids Force if he or she poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

The following disciplinary policy will be followed for general misbehavior (disrespect of staff or participants, refusal to follow behavior guidelines or rules, disrupting a program, fighting of any kind):

1st offense: Child(ren) will be redirected and given a verbal warning.

2nd offense: Loss of morning and/or afternoon activities followed by a note on file and written notification to parent/guardian

3rd offense: Verbal communication to parent/guardian

4th offense: Parent will be called to pick child up early or risk the child being suspended or terminated from Kids Force completely. This will be up to the discretion of LifeCenter Plus. No refunds will be given.

LifeCenter Plus has a zero-tolerance policy for serious misbehaviors since our goal is to provide a healthy, safe and fun environment for every child. The behaviors listed below are grounds for immediate removal from Kids Force for the remainder of the current day and additional days as deemed necessary by Kids Force staff. Each incident will be considered on a case-by-case basis to determine if the child is capable of functioning in a group setting while at Kids Force. **If a child is removed from Kids Force no refunds will be given.**

The following disciplinary policy will be followed for serious misbehavior (endangering another person's well-being, stealing or destruction of property, any kind of physical assault, leaving the Kids Force without permission or refusing to stay with the group, possession of weapons, illegal drugs or alcohol, general disregard for LCP staff, the program and regulations):

1st offense: Loss of morning and/or afternoon activities followed by a note on file and written notification to parent/guardian

2nd offense: Removal from Kids Force. Parent will be called to pick child up early or risk the child being terminated from program completely. This will be up to LifeCenter Plus' discretion.

3rd offense: Termination from Kids Force.