



Husky House Children's Center

SUMMER CAMP FAMILY HANDBOOK

3855 Happy Valley Road, Lafayette, CA 94549

Mailing address: P.O. Box 839
(925) 283-7100 (925) 283-7104 (fax)
www.huskyhouseforkids.org

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SCHEDULING/BILLING POLICIES

ADDING TO YOUR CHILD'S CAMP SCHEDULE If you would like to add time to your child's camp schedule, **submit a new registration form with additional payment at least 72 hours in advance of the days you are requesting.** Adding days/time will be granted based on available space, staffing and ratios. We will notify you by phone about the status of your request as soon as we are able to. If we are not able to accommodate your request, your payment will be returned to you. Once approved, there are no refunds, credits, etc. PLEASE NOTE: It may be possible to make changes within the summer schedule depending on availability. The changes must be equal in time and will incur a schedule change fee of \$15.00 per request.

ADHERING TO TIME BLOCKS: **Children must be picked up promptly at the end of the time block for which you've contracted and should also not be dropped off earlier than their contracted time block.** A fee of \$12.00 (paid to the full hour) will be charged for late pick-ups/early drop-offs not previously scheduled. Unexpected children put our teacher to child ratios and the program in jeopardy.

AFTER 6:00 P.M. PROTOCOL: Pick-ups after 6:00p.m. will incur a late charge of \$12.00 for the first 15 minutes (6:00-6:15pm). Pick-ups past 6:15p.m. are charged at the rate of \$2.00 per minute/per child. Late charges will be billed to your account. Staff will begin contacting parents at 6:05p.m. If we are unable to reach you, we'll contact your local back up person(s) to pick up your child(ren). It is the responsibility of the parent to provide Husky House with at least two local back up people who may be called in emergency. The closing staff will then place a note outside our front door alerting you to the whereabouts of your child(ren). Repeated late pickups may result in your family's termination from the program. ***Staff members may not transport your child anywhere and should not be asked to stay to wait for you.***

BEFORE 7:30 A.M. PROTOCOL: Our program opens at 7:30 a.m. The opening staff has myriad duties in advance of opening to prepare the day. Please expect that our doors will not open until 7:30 a.m.

PAYMENT: You will also receive an email notice from Curacubby when new charges have been made. You may pay by credit/debit card through Curacubby or check/cash at Husky House. Check payments should be made payable to Husky House, and may be sent to P.O. Box 839, Lafayette, CA, 94549.

RETURNED CHECK POLICY: There will be a \$25.00 penalty for each returned check. Two or more returned checks require future payment via cash, money order, or online credit card payment.

Thank You!!!

GENERAL PROGRAM INFORMATION

ABSENCE FROM PROGRAM: Notify the director or other staff member on duty (by phone or in writing) of any absence for illness/vacation/other. An answering machine will take your message during non-business hours. At the sign-in desk, you may also write a note in the communication binder (Notes to HH Staff).

ACCIDENTS: In case of serious injury, we will attempt to contact a parent. If we cannot reach you, we will call your designated emergency contacts. If necessary, we will call an ambulance to take your child to the hospital you have designated on your emergency form.

ADDRESSING CONFLICTS: Issues you may have related to individual staff members or other children in the program should be brought ONLY to the attention of the Director. We ask that you DO NOT approach staff or parents to discuss these matters on your own.

ADMINISTRATION OF MEDICATION: If your child takes medication, you must clearly state on our "medication release" form the exact dosage and time to administer the medication along with your signature and date. The medicine must be in its original container, labeled to include the name of the child, date, dosage, name of the medication and method of administration. Over the counter medications must be in the original container with instructions for administration. If it is a prescription medication, written instruction from the child's physician must be provided. Under no circumstances may a staff member administer any type of medication on an "as needed" basis. (exception: asthma inhaler, serious allergy and diabetic needs, etc. with doctor's note.) Please refer to the "administration of medication" form available at our sign-in desk. A staff member will be assigned to administer medication per your written instruction.

AUTHORIZED PICK-UP PERSONS: All persons to whom you wish to release your child(ren) must be noted on the "authorization pick up list" within your licensing papers. Please keep us informed of any changes or additions to this list. Children will not be released to anyone but those listed on your authorization list unless you have given written permission. This includes situations where an older sibling may be picking up a child. It is also your responsibility to keep our staff updated on changes in home address, phone, work and emergency phone contacts.

BEHAVIOR POLICIES/TERMINATION: Our guideline for children's behavior is attached for you to review with your child(ren), sign and return. The children, parents and staff members all have responsibilities to one another. Mutual respect and communication will allow for a smoothly running program. Our program promotes conflict resolution where children are encouraged to take responsibility for their actions and to problem solve with other children. Husky House reserves the right to dismiss for cause any child/family from the program at any time. Dismissal of a family from the program could be due to their abuse of staff members, any behavior that impedes the staff from performing their jobs, and repeated infractions of Husky House policies.

CLOTHING: We ask that children come to camp dressed for creative, messy, summer fun! For their safety, we also ask that they come with a sturdy pair of sneakers for outdoor play. During particularly messy projects, we will do our best to protect children's clothing but ask that parents keep in mind the inevitable outcome of creative play! We suggest a spare set of clothing just in case. There will be water play activities available every day, weather permitting. It is highly recommended that children wear or bring their swimsuit to camp and bring the following with them...

- a towel labeled with their name
- water shoes (aqua socks, jellies, sandals, etc.)
- dry under garments & clothing to change into every day

COMMUNICATION: We feel that communication is the key to success in our summer camp! Husky House contact information is noted below. **Time-sensitive messages (add-ons, drop-ins, extra-curricular activities, etc.) should be conveyed by phone.** Messages to staff can be written in our "Notes for Husky House Staff" binder at the sign-in counter. These messages are read and carried out daily. Please check your "Family File" daily, and instruct other guardians/older siblings who pick up your child(ren) to do the same. It is very important to check your Family File, read any Husky House emails and/or postings at the Sign-in/-out desk to avoid missing important deadlines and other time-sensitive information. Please reserve requests to send messages or speak with your child by phone strictly for emergency purposes. We are aware that many children may have a cell phone. These must remain in their backpacks if they come to Husky House. Please refrain from contacting your children on their devices during program time and allow us to be the contact by using our main phone number.

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email us at: officestaff@huskyhouseforkids.org

EMERGENCY PROCEDURES: Husky House will periodically practice fire/earthquake drills and evacuations. Emergency cards are on file. First aid supplies and non-perishable food items are stored in the school's earthquake container. The staff is trained in CPR and first aid, shelter in place, and other safety procedures.

FIELD TRIPS: We keep a 1:8 ratio (or better) on trips. Children are transported via a private bus line. Families will receive detailed information in advance of each trip and must complete a permission form before children may attend trips. Refer to "**Permission to Attend Off Campus Activities**" form for more information.

ILLNESS PROTOCOL: Please do not bring an ill child to the program! If your child should become ill while at the program, he/she will be isolated, as much as possible, from the other children. You will be contacted immediately for arrangement of pick up. If you cannot be reached, we will call your authorized emergency back up people. NOTE: children should not return to program until they have been fever-free for at least 24 hours. Other specific symptoms, which require that children not attend, are: diarrhea, vomiting, contagious rash, nasal discharge and/or eye discharge.

LABEL EVERYTHING: We keep a "Lost & Found" bin near the front door. Label each one of your child's belongings in indelible ink for a better chance of recovery!

MUSIC FROM HOME: Husky House will provide a collection of music for children to enjoy that is both appropriate and fun. **If there is a particular music that your child would like to share, please clear it with office staff first!** Staff will review the music and make a decision on whether it is appropriate for the many ages & stages of children that attend our camp. We also ask that music brought in for use on personal CD/iPOD/MP3 is appropriate too. **NO explicit lyrics, content, etc.**

NUTRITION: Your child(ren)'s nutrition is important to us. Children arriving before 8:00am will be offered breakfast choices that will include cereal & milk. We also provide three snacks daily at 9:30am, 2:00 pm & 4:30pm. A snack calendar is posted near our front door as well as on our refrigerator. **Please send a nut free* lunch and beverage every day.** Lunchtime will be from 11:45am - 12:15pm, but may vary slightly on any given day due to programming needs. **We ask that you provide lunches that do not require microwaving as it poses both a safety issue and can take staff attention away from the children.**

NOTE: Husky House is a nut free environment! Please do not send peanut butter (or any tree nuts/nut butters) in consideration of children with severe allergies.

PERSONAL PROPERTY: Personal property refers to clothing and music, toys or games from home. Husky House asks that all items accompanying your child(ren) to camp be clearly labeled with their name. It is your

child's responsibility to keep track of their belongings while at camp and while attending off-site trips. Items of value should be left at home. We do not wish staff to divert their attention from the children to assist in recovering or fixing items from home.

SIGNING IN AND OUT: Children arriving and being picked up must be signed in and out by a parent or caretaker who has been authorized to do so. Staff members may not sign your child(ren) in. For your child's protection and by law, the **actual drop-off/pick up time and full signature** must be noted on our roster. If the time or signature is missing you will be billed to opening time (7:30am) for arrival or to closing time (6:00pm) for departure. Infractions of this policy threaten our licensing standing and can result in fines for our center. Repeated offenses may result in the dismissal of a family from the program. To ensure strict adherence to this policy, Husky House will assess the following penalty fees for non-compliance:

1st time: Strong warning about safety issues

2nd time: \$15 penalty

3rd time: \$50 penalty and your contract may be terminated

Note: If the staff member in charge makes a determination in his/her best judgment that the parent/pick up person might be incapable of safely driving their motor vehicle, he/she has the responsibility to detain them and take any action that would ensure the safety of the child(ren) involved.

SNACK-SHACK-AND-A-SHOW: Each Friday, our oldest campers open up a "snack-shack" and sell treats and popcorn to the children prior to watching a show. The show will be pre-screened by staff for appropriateness. We recommend children bring no more than \$1.50 to use at our snack-shack; we will do our best to monitor their purchases and assist them in making healthy choices. Alternate activities are always offered to the children. Please alert staff, in writing, if you do not wish for your child to participate in this activity choice.

STAFF BABYSITTING POLICY: Hiring our staff for your personal babysitting needs is not condoned. All arrangement with Husky House staff for your personal babysitting or transportation needs must be conducted away from the Husky House facility. *Staff may not receive calls of this nature at our facility and will be instructed to give families a release form to sign, related to personal hiring of Husky House staff for babysitting AND/OR transportation needs.*

SUN SAFETY: Sun Safety is of great concern. Children are to arrive with sunscreen applied and a hat to wear outdoors. We will keep a supply of sunscreen on hand for reapplication. Husky House must have a Sunscreen Permission Form on file for your child. Staff will also remind children many times throughout each day to drink plenty of water. We encourage you to talk with your child(ren) about the importance of sun safety. Please use the Sunscreen Permission form to notify us in writing if you do not wish for sunscreen to be applied to your child(ren).

TOYS AND GAMES FROM HOME:

- Toys and games from home are welcome every day of the week throughout the summer. HOWEVER, we do not allow the use of electronics from home such as gaming devices, cell phones, tablets, smart watches etc. Tablets used exclusively for reading are allowed.
- **Husky House believes in a non-violent atmosphere for children.** We ask that you support this by ensuring that toys of a violent nature do not accompany your child to camp. Any inappropriate items OR items that are misused will be set aside for parent pick-up.
- **We encourage you to label all of your child(ren)'s belongings.** Toys from home should be stored in a backpack, bag or cubby when not in use. To ensure that toys are stored safely we ask that you limit the number and size of toys to what can be stored in your child's backpack or bag.

BEHAVIOR GUIDELINES AND POLICY

Responsibilities

Husky House is a community and therefore works best when all of us recognize our responsibilities to each other.

Parent Responsibilities

In order to make our program the best possible, we ask for your cooperation concerning the following responsibilities:

- Notify Husky House if your child will be absent.
- Notify Husky House prior to any schedule changes.
- If your child takes medication, you must fill out an "Administration of Medication" form for each medication and provide written instructions for administration (from a physician for prescriptions)
- If your child becomes ill, you will be immediately called to pick them up. If you cannot come within a reasonable time frame, you must arrange for another person to pick-up. If you cannot be reached, we will call someone from your authorized list to pick up your child. If your child is sick at school, they must stay at school until you pick them up.
- Keep us informed of current phone numbers, address, pick up contacts, etc.
- If your child is attending extracurricular programs (sports, theater, scouts, etc.) instead of attending Husky House during their regularly scheduled time, notify Husky House of the cancellation.
- Submit payment on time.
- Share concerns with the Director if the program is not meeting your needs.
- Listen to concerns staff may have about your child's behavior. Help to work through agreeable solutions to problems.
- Read policies, newsletters and postings at Husky House.
- **Pick up your child at your scheduled time.** Call if you will be late.
- Sign in and out with your full signature and note time of drop off/pick up.

Husky House Responsibilities to Parents:

- Husky House will provide a quality enrichment and recreational program for children ages 4 to 12 in a supervised, safe, secure and familiar environment.
- We will strive to meet the goals we've set to help your child experience a positive and fun extension of school.
- We will keep parents informed of Husky's programs and activities.
- We will inform parents when their child is having a problem and work together to resolve problems.
- We will listen and respond to parent concerns.
- We will ensure that our program meets all applicable state and federal laws and regulations.

Children's Responsibilities

- Always remain in sight of a teacher and within set boundaries.
- Know and follow all rules at Husky House.
- Use positive words and talk about problems that arise.
- Respect and care for Husky House property and equipment. Return all equipment and materials to their proper places.
- Participate in clean up; take pride in your surrounding environment.
- Only bring toys and games from home come to Husky House on designated days.

Husky House Responsibilities to Children

- To provide a safe and comfortable environment.
- To respect children's ideas and feelings.
- To allow children to express their anger, frustrations, disappointments and joys in an appropriate manner.
- To ensure that children are safe from put-downs, name-calling and teasing.
- To provide a program that offers a variety of choices for children to explore and be introduced to new ideas and activities.
- We will respect their rights to express opinions, concerns and interests to staff.
- To provide staff who care and enjoy being with children and who are willing to help children.

Discipline

Husky House believes that children need to have guidance and direction. We believe that discipline is to be used as a means to teach responsibility. The motivation of inappropriate behavior must be taken into consideration when discipline is needed.

Discipline Techniques Used at Husky House

- Ignoring: Not all negative behavior is significant enough to bring to the attention of the child.
- Redirect: If a child is having difficulty, direct the child to another activity before problems occur.
- Talk about the problem: Discuss with children ways to resolve the problem.
- Verbal Warning: This alerts children and gives the child a chance to work out the problem themselves.
- Time Outs: Taking a cooling-off period from the activity. After talking about the behavior many children are able to start again with a positive behavior. (Note: Husky House does not use the term "time out" with children.)
- Reward System: Chart for improved behavior may be used if appropriate; it can help guide the child to work toward a goal of positive behavior. (This strategy is only used in collaboration with families)

Corporal punishment is forbidden under any circumstances. Mental abuse, ridicule, coercion, interference with daily living such as eating, toileting, shelter, medication or aids to physical functioning are never allowed.

Periodically, Husky House reviews its policies and procedures to ensure that they are fair, clear and comprehensive. To clarify our practice for responding to allegations of intentional physical aggression or other inappropriate behavior, the following are examples of inappropriate behavior, and include, but are not limited to biting, kicking, scratching, hitting, spitting or shoving. In addition, sexual innuendos or anything that can be perceived as sexual harassment is considered inappropriate.

If a child is determined to have intentionally exhibited any inappropriate behavior, Husky House will immediately follow up with the appropriate discipline as determined by the Director. Consequences will be in keeping with the severity of the behavior and age of the child and will be based on the guidelines followed by Husky House and/or Happy Valley Elementary School. In all cases an Incident Report will be prepared by the staff and a parent/guardian of the child will be notified. (You will see a note in your sign-in remarks area asking you to check your family file and/or a phone call will be made.)

Husky House reserves the right to skip or repeat techniques based on the severity of the behavior. Suspension or expulsion from Husky House requires approval by the Husky House Board of Directors. Any and all disciplinary action is confidential and will not be discussed or shared with the injured parties.

Consistent Behavior Problems

Children at Husky are expected to abide by the standards of behavior as established by Happy Valley School and Husky House. If your child is having an extremely bad day and is unable to manage within the required ratios, you will be called to pick them up. Husky House reserves the right to dismiss for cause any student from the program at any time. If such actions are taken, all monies are forfeited. Failure to comply with program rules will result in disciplinary measures being enforced as previously outlined. In the course of behavior management, there will be ongoing dialogue with parents concerning their child's behavior.

Suspension

Upon suspension from Husky, a conference with the parents and the Director may be arranged to discuss continuance in or expulsion from the program.

Termination

Husky House reserves the right to dismiss for cause any student from the program at any time. The enrollment agreement may be terminated by the center at any time. The following are some of the reasons for termination:

1. Parent/Guardian has not cooperated with the program regarding the child's discipline needs.
2. Child's behavior is unmanageable in the program setting.
3. Parent/Guardian has not met the contracted financial agreement as specified in the enrollment agreement.
4. Child needs more supervision than provided in our one teacher to fourteen children ratio and, therefore, puts him/her self and/or others at risk.

Husky House Rules

- Remain in plain view of teachers at all times.
- Control your behavior and feelings so that your actions and words do not hurt others.
- Understand there are consequences for your actions.
- Respect Husky House and school property.
- Follow through on the activities you have selected.
- Respect the staff at Husky House and speak kindly when problems arise.
- Sticks and rocks are to remain on the ground unless being gathered for a project at the direction of or with the permission of a teacher.

During School Year

- Report to Husky House right after school.
- Refrain from visiting the ice cream truck on Husky Days
 - Items purchased may not be consumed at Husky House

Please sign and return the signature slip for the next two pages



Husky House, Inc.
CHILD'S BEHAVIOR PHILOSOPHY AND POLICY

Our Philosophy:

The safety and well being of all children at Husky House is our foremost responsibility. Positive behavior is encouraged and expected. Mutual respect between children and staff, as well as parent support are all necessary ingredients needed for a smooth running program. Throughout the year, our goal is to teach children to make responsible choices, use communication and utilize problem solving skills. We encourage children to gain insight into their feelings and those of others as a tool toward effective conflict resolution. In this way, children learn that:

- 1) I cause my own outcomes
- 2) I have more than one option in any situation
- 3) I have the power to choose the best option

Behavior Infractions:

- 1) When behavior may result in physical and/or emotional hurt to the other child(ren)
- 2) When damage to or theft of property occurs
- 3) When behavior is disrupting an activity and spreads or causes discomfort to others
- 4) When rudeness or offensive language is displayed
- 5) When a child shows blatant disrespect for a staff member
- 6) When the rules of safety are not honored

Staff intervention modes will include:

- 1) Guiding the child away from the area of conflict and/or redirecting to another activity and later assisting the child in reintegrating into the activity or in choosing another option.
- 2) Giving the child time by him/herself with staff presence and guidance
- 3) Asking children involved to talk through possible solutions together.

Please note:

- We will use our child development knowledge and resources to help all children succeed at Husky House.
- At the Director's discretion, parents may be called to pick up their child related to, but not inclusive of, the BEHAVIOR INFRACTIONS noted above.
- Children may be withdrawn immediately from our program for cause.

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CHILD BEHAVIOR AGREEMENT

Please sign and return the agreement below to Husky House:

I understand that there are specific rules of conduct which must be followed at Husky House. I further understand that withdrawal from the program may result for cause.

Child's Name

Date

Child's Signature

Parent's Signature

PARENT AGREEMENT

I have received my copy of the Husky House Parent Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand it is my responsibility to communicate to my child(ren) the rules and regulations of the program, will read with my child(ren) the Husky House behavior guidelines, sign and return with them the Child Behavior Agreement. I understand that my failure, or my child's failure, to comply with the above regulations may result in termination.

I have thoroughly read this Parent Handbook and I agree to abide by all policies set by Husky House. (Please sign and return this page to the Husky House office)

Guardian Name

Date

Guardian Signature