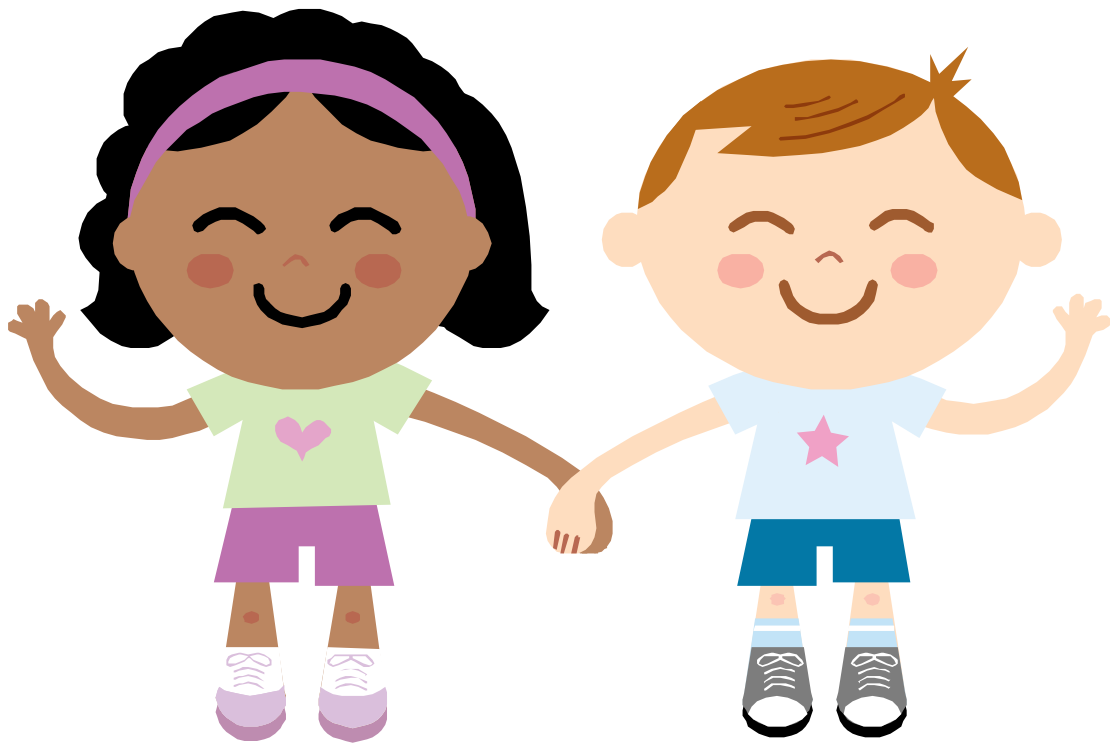




SUMMER CAMP

**Family Handbook
2018**



2018
SUMMER CAMP
Policies & Procedures

MISSION STATEMENT

Our mission is to promote a fun program filled with wonderful activities for the children to enjoy during the summer. Our focus is to enhance the social, emotional, physical, intellectual, and cultural development of each child by exercising recreational games and projects while in a natural setting. We strive to provide each child with the most remarkable summer experience!

CONFIDENTIALITY AND SECURITY OF FILES POLICY

Confidential information is restricted and private. Through written records and daily interactions with children and families, employees may become aware of potentially sensitive information. Employees of the Summer Camp Program shall not disclose or knowingly permit the disclosure of any information concerning the child and his/her family, directly or indirectly, to any unauthorized person.

All personal information is confidential. Reports to families on children's behavior or special difficulties shall be discussed by the Summer Camp Lead Teacher, Recreation Director or Recreation Coordinator unless they delegate this responsibility to someone else. All sharing of information done by staff should be reported to the Recreation Director as soon as possible to maintain continuity.

The Summer Camp staff will maintain the confidentiality of all children's records. Written, informed consent from a parent must be received prior to releasing any information or photographs, if applicable, from which the child might be identified, except for authorized tribal, state, and federal agencies.

SUMMER CAMP DESCRIPTION

The Chitimacha Tribe of Louisiana will provide summer camp on Monday through Thursday for students entering 1st grade to students entering 8th grade AND/OR MAX age of 13 years of age. In addition to this summer camp, students entering 6th through 8th AND/OR MAX age of 13 years of age, will have the opportunity to attend Ketkampa Night, which will consist of one (1) day a week field trips. Both of these programs will be offered for six (6) weeks. Students meeting the age criteria may attend both Summer Camp and Ketkampa Night. Ketkampa Night kids that are not attending Summer Camp on a weekly basis will be charged \$12 per field trip attended.

2018
SUMMER CAMP
Policies & Procedures

STAFF

The Summer Camp will have a Lead Teacher, who is responsible for overseeing, planning, and managing the daily operations of the summer program as well as responding to parental concerns. As shown in the following, the Summer Camp will consist of other staff to ensure smooth operations of the program.

Entering 1st through Entering 4th

- Two (2) Lead Teachers
- Two (2) Summer Camp Workers

Entering 5th through Entering 8th AND/OR MAX age of 13 years of age

- One (1) Lead Teacher
- One (1) Summer Camp Worker

KETKAMPA NIGHT GROUP - Entering 6th through 8th OR MAX age of 13 years of age

- One (1) Lead Teacher
- One (1) Summer Camp Worker

ENROLLMENT ELIGIBILITY

The Chitimacha Tribe of Louisiana will provide summer care for Native American students entering 1st grade to students entering 8th grade AND/OR MAX age of 13 years of age from federally recognized Tribes and non-Indian children who are dependents of Indian households located within St. Mary Parish. The Tribe will also offer enrollment to Summer Camp employee's children that meet the criteria. The parent or guardian of the non-Indian child must be residing with an enrolled member of a federally recognized Indian Tribe to whom they are legally married. Summer Camp and/or Ketkampa Night will accept children of full-time Tribal employees of the Chitimacha Tribe of Louisiana. The Tribal employee must be the natural parent or legal guardian of the child. Proof of legal guardianship must be provided with the enrollment application.

ENROLLMENT OF CHILDREN

Summer Camp: After a family has decided to enroll a student camper, the following steps must be completed before the child's first day at the camp. These include:

1. Submission of the Enrollment Packet to the Chitimacha Recreation Department.
2. Checklist of required documentation.
 - Completed enrollment packet (one per child)
 - Proof of legal guardianship, if applicable
 - Immunization record
3. Pre-payment of the 1st week's tuition and requested field trip money.

2018
SUMMER CAMP
Policies & Procedures

HOURS OF OPERATION

The hours of operation for Summer Camp will be

Monday through Thursday, 7:15 A.M. to 5:15 P.M. ARRIVAL AND PICK-UP.

A parent or designated adult must sign (full name) the child in upon arrival and sign out upon departure. Children who leave and return to the Summer Camp during the day shall be signed in/out. A child will not be able to leave the Summer Camp with anyone other than a designated adult. These designated adults will be listed on the Release Form. Summer Camp children may be dropped off no earlier than 7:15 A.M. If your child is dropped off earlier than 7:15 A.M. the tribe shall not be held responsible. Summer Camp children should be picked up by 5:15 P.M.

LATE PICK-UP

AFTER 5:15 P.M.

The fee for Summer Camp of \$.50 per minute per child will be assessed to anyone picking up a child after 5:15 p.m.

AT 5:30 P.M.

The fee will increase to \$1.00 per minute. The parent/guardian and/or the emergency contact will be contacted to pick up the child immediately. The Lead Teacher will continue to call every five (5) minutes.

AT 5:45 P.M.

The fee will increase to \$1.50 per minute. If contact is not made with the parent/guardian and/or emergency contact, the Recreation Coordinator will be contacted to assist with locating the summer camper's responsible party.

This fee is assessed due to having employees in attendance with your child after hours. Payment will be due within five (5) business days.

PERMISSION FOR EARLY RELEASE

Pertains Only to Campers Entering 7th and Entering 8th Grades AND/OR MAX of 13 years of age

For your child's safety and protection, we will need your permission to allow your child to leave early from Summer Day Camp or Ketakampa Camp. Parents or guardian will need to provide either written documentation or a phone call to the Summer Camp / Ketakampa Camp Teacher. Once a Camper leaves early, they will not be allowed to return on the day they leave early.

2018
SUMMER CAMP
Policies & Procedures

PAYMENT SCHEDULES, ABSENCES, AND WITHDRAWAL

Outstanding balances from the prior year(s) must be remitted prior to acceptance of an enrollment packet.

Payment for Summer Camp or Ketkampa Night must be prepaid on either a weekly basis or paid in full at the time of registration. Those who elect to pay weekly must adhere to the pre-payment plan of paying on a Thursday for the next week. Initial payment must be paid at time of registration. Please remit all tuition payments including cash payments to the Chitimacha Recreation Department.

Once tuition payments are five (5) business days (1 week) past due, your child will not be allowed to attend Summer Camp or Ketkampa Night on the sixth day (6th). Dependent on whether there are children on the waiting list, and your payment is not updated within the time allotted, your child will be terminated from the program, so that we can allow a child on the waiting list to experience Summer or Ketkampa Night. If the family decides to re-enroll the child, payment of the delinquent account must be paid in full before the child can reenter the program, providing that space is available.

Make checks, money orders, and cashier's checks payable to the Chitimacha Tribe of Louisiana. A \$25 fee will be assessed to all NSF checks. Should we receive a NSF check, only cashier's checks, money orders and cash will be accepted. When making a payment in cash, exact change is required. You will have seven (7) days to correct your account. After seven (7) days your account will be considered delinquent and your child will not be able to attend until the account is updated.

We cannot credit you with absences since your child's place is reserved for him/her and our expenses continue although he/she is not present. For example:

- (1) If your child is sick and is required to stay home, or
- (2) If a student is suspended from the program for disciplinary measures. Then you will be required to pay tuition for that particular day or week.

You will receive credit for disclosure of one (1) planned vacation during the 6 weeks program. A second vacation credit **AND** the possibility of another summer camper being available to take your child's reserved spot will exempt you of payment for said time period.

2018
SUMMER CAMP
Policies & Procedures

ATTENDANCE POLICY

When a child enrolls for one (1) or two (2) days a week, the parent needs to determine the days the child will attend each week. For example, the parent may decide to send the child on Tuesday and Thursday or Monday and Wednesday. It is the responsibility of families to comply with the enrollment plan that was agreed upon at the time of enrollment. The Summer Camp Program will not be able to provide care for children who arrive on a day that is not part of the agreed upon enrollment plan.

Ketkampa Night is a one (1) day a week field trip and students may attend the entire six (6) weeks or choose which days they would prefer to attend.

CAMPER RULES OF CONDUCT

The following will not be tolerated at Summer Camp:

- Bullying, Taunting, Teasing and Name Calling
- Cursing
- Interference with Staff duties.
- Harassment and/or inappropriate or indecent conduct or language.
- Use of illegal drugs, intoxicants, or weapons (anything that can be used to cause bodily harm).
- Any other conduct that may jeopardize the safety and well-being of others.

BEHAVIOR MANAGEMENT

Good Discipline is usually positive rather than negative in nature. Keeping children actively involved in meaningful, fun activities generally creates an environment in which problems are few and minor. Camp staff will work cooperatively to create a positive climate which minimizes the potential for inappropriate behavior. When inappropriate behavior occurs, based on the circumstance, appropriate action will be taken.

2018
SUMMER CAMP
Policies & Procedures

TERMS:

CORRECTION – Campers will be reminded of the rules and asked to follow them.

SAFE PLACE – Campers will be asked to “SIT OUT” (no longer than 15 minutes) in order to cool-off and calm down.

COMMUNICATION WITH PARENTS – Serious problems will be conveyed to the parent immediately by phone. Small problems will be communicated at the end of the day. Parents will also be informed of any “safe place” period administered.

SUSPENSION/WITHDRAWAL – Serious or continuing problems may result in suspension and/or immediate withdrawal

NOTE – No refund will be issued for suspension or withdrawal.

SUPPLIES

A checklist of supplies is attached to the Summer Camp Enrollment Application. Supplies should be submitted on the first day of camp.

ELECTRONIC DEVICE

Electronic devices will not be allowed during Summer Day Camp hours. All campers will be required to turn in their electronic devices upon arrival. Electronic devices will be returned to campers at the end of the day.

TOYS

Activities will be coordinated for each day; therefore, we encourage children to leave toys at home.

2018
SUMMER CAMP
Policies & Procedures

CLOTHING

Washable play clothes are the most suitable. Your child may get dirty during the course of the day. Children may wear shoes with ties, Velcro, buckles, slip-on/beach shoes, and flip-flops. designated field trip days, we recommend wearing tennis shoes for activities requiring walking and/or bike riding.

ALL children need to bring with them on a daily basis at least one change of clothes, including underwear and socks. Each item shall be marked with the child's name. These articles of clothing shall be kept in a backpack and transported each day to Summer Camp. Each child may bring a small blanket and pillow for rest time. On Thursdays, the blanket and pillow will be sent home to be washed and returned to Summer Camp for the following Monday.

DISMISSAL

Summer Camp personnel will do everything they reasonably can to promote a safe, fun-filled program for the children. Any child engaging in disruptive or unsafe behavior will be counseled regarding the need to act in ways that do not interfere with or endanger other children or our staff. We expect family members to cooperate with us in this effort. On rare occasions, if a child's behavior becomes too disruptive or unsafe, and if efforts in coordination with the family have not succeeded in curtailing that behavior, the Lead Teacher, in consultation with the Recreation Director, Recreation Coordinator, Deputy Administrator and/or the Tribal Administrator reserves the right to terminate enrollment of the disruptive child. In additional cases, grounds for termination of enrollment from the program will result should any of the following occur.

1. The child threatens the safety, health and/or well-being of others.
2. Tuition is late. When tuition is five (5) business days behind schedule, the child will not be allowed to attend the center on the sixth (6th) day.
3. Immunization records are incomplete and/or not updated. This only applies to students that are NOT attending the Chitimacha Tribal School.
4. Enrollment was under fraudulent circumstances.

2018
SUMMER CAMP
Policies & Procedures

ACCIDENTS/ INJURIES

Staff shall report any injury of a child to the Lead Teacher or Assistant Teacher, no matter how insignificant it may seem. The Lead Teacher or Assistant Teacher will determine if the parent needs to be immediately notified and if first aid should be administered. The Lead Teacher and an Assistant Teacher are trained in Infant/Child/Adult CPR. First aid kits will be available in the School Gym and Recreation Facility.

Parents will be notified if a child suffers an accident while at Summer Camp, all head injuries must be reported to the parent immediately, blood not contained in an adhesive strip, broken or dislodged teeth, an impaled object, and any injury requiring professional attention. All accidents/incidents shall be written up on an accident report to be given to the parent at the eof the day. A copy of the report will be given to the parent.

To maintain a healthy environment, we will accept only well children. We are depending on you to help us maintain this policy. A child with a fever of 100°F (in mouth or ear) /99°F (under arm) or higher within the previous 24-hour period must be kept home. If your child becomes ill during the day, an adult family member will be notified and must be picked up as soon as possible. A child may return when in good health.

Parents must inform the Lead Teacher or Assistant Teacher immediately after a contagious illness or disease is detected. This will enable the Summer Camp staff to determine if the illness or disease has been contracted by any other children and may help in preventing the illness or disease from spreading to other children.

SANITATION AND ILLNESS PREVENTION

1. Staff and children shall wash their hands at the following times: Upon entering the facility, before preparing food and beverage items, after utilizing the restroom, before and after eating meals or snacks, after caring for a child with symptoms of a communicable disease, and anytime the hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge).
2. Noses shall be blown or wiped with disposable, one use tissues that are discarded in a plastic lined and covered garbage container.
3. Draining or oozing cuts or sores shall be covered at all times to protect from infection.
4. Staff including substitutes shall notify the director if any child in care exhibits the following illnesses or symptoms. Exclusion time periods may be extended beyond the guidelines, depending upon individual conditions.

2018
SUMMER CAMP
Policies & Procedures

MEDICATION POLICY AND PROCEDURE

If prescription medication is necessary to administer to a child during the day, parents must complete and sign the attached medication authorization form. Attached to this policy is the “Administration to Administer of Medication” form. This form must be completed by the Parent/Legal Guardian and the Licensed Physician or Dentist, before the Staff at Summer Camp may administer any prescription medication to your child. Medications will not be administered without written instructions. Medicine must be in its original container with the original label. The prescribed medicine must have the child’s name, physician’s name, name of medication or prescription number, dosage directions, and dosage. Non-prescription medicine is not required to be approved or recommended by a licensed physician or dentist, however, the parent or legal guardian must sign an authorization form permitting the staff at Summer Camp to administer the non-prescription medication to the child. All medications shall be sent home at the end of the day, except in the case of emergency medications for children with special health care needs.

Medicine will be kept locked in a secure place out of the reach of children. Medicine needing refrigeration must be stored in a leak proof bag or box and labeled for storage. For the safety of all children, medications should never be left in backpacks or on counter tops.

To ensure medicine is given in accurate dosages, parents should provide an appropriate medicine dropper or measuring spoon.

2018
SUMMER CAMP
Policies & Procedures

ILLNESS GUIDELINES

Illness/Infection Symptom	Should child stay home?	When can child/staff come back?
Cold	NO (without fever) YES (with fever)	Refer to Fever
Diarrhea (two or more loose stools, or over and above what is normal for child)	YES	Diarrhea is resolved
Ear Infection	NO (with doctor's diagnosis)	
fever of unknown origin 100°F (in mouth or ear) 99°F (under arm)	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours, or on prescribed medication for 24 hours
Impetigo	YES	When treatment has begun
Lice	YES	After 1 treatment has been given and cleared by physician
Pink Eye	YES	24 hours after treatment has begun
Strep Throat	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm / Skin Infections	Depends on severity but must keep area covered	Depends on severity
Any child with the sudden onset of vomiting, irritability, or excessive sleepiness	YES	Well and/or cleared by child's physician

IMMUNIZATION RECORD

Summer Campers that are **NOT** enrolled at the Chitimacha Tribal School must submit a copy of their completed immunization records at time of registration.

2018
SUMMER CAMP
Policies & Procedures

ABUSE AND/OR NEGLECT

As mandated reporters, the Recreation Director, Recreation Coordinator, Lead Teacher, Assistant Teachers, and substitutes of Summer Camp are required legally and ethically to report child abuse in accordance with the Chitimacha Comprehensive Codes of Justice, Title V and in accordance with LA R.S. 14:403. The Recreation Director, Recreation Coordinator, Lead Teacher, Assistant Teachers, substitutes, or support staff will not delay reporting suspected abuse and/or neglect to the Chitimacha Human Services Department and/or the St. Mary Parish Office of Community Services. Staffs, including substitutes, are not required to report the suspected abuse/neglect to the director and/or administrators prior to reporting to the Chitimacha Human Services and/or St. Mary Parish Office of Community Services.

The staff will report any suspected abuse and/or neglect of a tribal child living on the reservation to the Chitimacha Human Services Department.

The staff will report any suspected abuse and/or neglect of a non-tribal child, or a tribal child living off the reservation to the St. Mary Parish Office of Community Services.

The telephone numbers for the agencies are as follows:

Chitimacha Human Services
(337) 923-7000

St. Mary Parish Office of Community Services
(337) 828-5278

The Chitimacha Comprehensive Codes of Justice legally defines the abused and neglected child as follows:

- **Abused Child** – A child who has suffered or is likely in the immediate future to suffer serious physical or emotional harm as a result of a parent or guardian inflicting or failing to make reasonable efforts to prevent the infliction of physical or mental injury upon the child, including excessive corporal punishment or an act of sexual abuse or molestation.
- **Neglected Child** – A child:
 - whose parent or guardian fails to provide the minimal care which a reasonably prudent parent would provide in the circumstances for the subsistence, education and welfare of the child; or
 - who has special physical or mental conditions for which the child's parent or custodian neglects or refuses to provide a reasonable level of special care; or
 - Whose parent or guardian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity.

2018
SUMMER CAMP
Policies & Procedures

TRANSPORTATION/OFF-SITE ACTIVITIES POLICY

We will take official field trips approved by parents. Summer Camp will use the Recreation Van and School Bus for field trips, unless otherwise notified. A signed parental authorization is required for each field trip. All children shall be required to use the federally-approved and properly installed passenger safety belts. Offsite activities will include at least the Lead Teacher, one (1) Assistant Teacher and two (2) Summer Camp Workers. Staff will be accessible to children at all times and provide direct supervision during the offsite activity.

WATER ACTIVITIES POLICY

The Summer Campers will make trips to the Chitimacha pool for swimming lessons and recreational swimming. When children participate in swimming lessons, they will be under the supervision of their Swimming Lessons Teacher and Swimming Lessons Assistant. For recreational swimming time, a certified lifeguard will be on duty to ensure the safety of all children.

PHOTOGRAPHING CHILDREN POLICY

During the course of the program, the staff at Summer Camp will be taking digital images, photographs, videotapes, and/or audiotapes of the children for educational, memorabilia, and some decoration purposes. The family will be asked to sign a blanket permission slip during the enrollment process to take digital images photographs, videotapes, and or audiotapes of their child. No child will be observed, videotaped, recorded, or photographed without the supervision of Lead Teacher and the authorization of the Recreation Coordinator.

2018
SUMMER CAMP
Policies & Procedures

THIRD PARTY RELEASE PROCEDURE

The child can only be released to designated adults on the child's Release Form. If an adult other than individuals on the list comes to pick up a child, please contact the Lead Teacher or Assistant Teacher. Parents can add persons to the Release Form through written permission. Any additions made to the Release Form shall be signed and dated by the parent. In case of an emergency, individuals listed on the Emergency Medical Care Form can pick up a child if the parent/guardian cannot be reached. In a non-emergency situation, persons on the Emergency Medical Care Form cannot pick up a child unless they are also listed on the Release Form.

Every child enrolled at Camp must have an Emergency Medical Care Form and a Release Form on file. It is the responsibility of the family to inform the center of any changes on these forms.

The Camp will not release a child at any time to a parent or designated individual who is obviously impaired due to alcohol consumption or substance abuse (either prescribed or illegal). In the event that a parent or designated adult is impaired, the Lead Teacher or Assistant Teacher will telephone individuals from the Release Form to arrange for an alternative adult to pick up the child. If a parent or designated adult is impaired and insists that the child be released in his or her custody, the Lead Teacher or Assistant Teacher will immediately notify the Chitimacha Police.

NUTRITION AND FOOD GUIDELINES

Summer Camp strives to provide children with a nutritious breakfast, lunch and snacks

Daily:

- Breakfast will be served from 7:30 a.m. to 8:30 a.m.
- Lunch will be served from 11:30 a.m. to 12:15 p.m.
- Snacks will be served mid morning and mid afternoon.
- The Concession Stand, soft drinks, vending machines and other food dispensers for personal use shall be located outside by the Pool Area. They will be available to children between 1:00 p.m. and 4:00 p.m.
- The staff will monitor children closely to be sure that food is not being shared.
- The staff will not allow children to eat when walking, running, playing, lying down, or riding in vehicles.
- Drinking water shall be available indoors and outdoors to all children.
- Information regarding children's food allergies/special diets shall be prominently posted in the food prep areas. Staff shall follow these instructions.
- Children with food allergies/intolerances shall have a written statement signed by the parent indicating the specific food allergy/intolerances.
- Refreshments for special occasions such as birthday parties may be served. Refreshments must be commercially purchased and in a sealed container.

2018
SUMMER CAMP
Policies & Procedures

OPEN DOOR POLICY

Families are appreciated and have an open invitation to visit the Summer Camp anytime during regular hours of operation. We encourage parents to drop by just to say “hi” during their break, catch a peek at swimming lessons or perhaps to come by and kiss a scraped knee.

Keeping an open line of communication between the Summer Camp staff and families insures that the best interests of the children are served. All parents are encouraged to visit, telephone, and send notes whenever they deem necessary.

If a parent needs to discuss a problem or needs to have a more detailed conversation with the Lead Teacher, we ask that a conference time be set up to provide time for privacy in the said matter.

COMPLAINT PROCEDURE

We will do our best to work with our families, however if a family should have any concerns regarding the way their child is being cared for, a problem with a staff member or substitute, or questions regarding the operations, please follow these suggestions:

1. Discuss the concern with the Lead Teacher. If the Lead Teacher is unable to help the family, then he/she will know who can help.
2. If a family still has concerns, time should be set aside to discuss the concern with the Recreation Coordinator regarding Summer Camp.
3. Unresolved concerns or issues can be addressed to: Summer or Ketkampa Night, Deputy Administrator and Tribal Administrator.