



2016 Parent Handbook
Camp Bear Valley
Ocean View Elementary School
11911 Johns Road
Anchorage, AK 99515
Phone: 345-0437

Hours: 7:00am to 6:00pm Monday-Friday

Camp starts Tuesday, May 31st-- Camp ends Friday, July 29th, 2015

Closed Monday, May 30th & Monday, July 4th

****Serving school-age children 5-13 years****

(Children who are 5 must have already attended Kindergarten)

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Welcome to Bear Valley Community Association's Camp Bear Valley! We have been providing quality childcare to the families of Bear Valley Elementary School for 10 years, and are very excited to be entering our 9th year of our summer program! Camp Bear Valley is licensed by the Municipality of Anchorage, Child Care Licensing Division. Our standards and program philosophy meet and/or exceed municipal and national standards. We are licensed for children ages 5 years to 13 years.

Hours

Camp Bear Valley runs Tuesday, May 31st through Friday, July 29th : Monday-Friday, 7:00 am to 6:00 pm. We are closed Monday, May 30th in observance of Memorial Day and Monday, July 4th in observance of the Fourth of July.

Staffing/Ratio

During the summer we maintain a ratio of 1:5 with a maximum of 15 children per group. This ratio is maintained during all outings and field trips. When we are at "Camp Bear Valley" there may be times when a group has a ratio of 1:10 in order for staff to take a break. This ratio is in compliance with licensing standards.

Meals

Camp Bear Valley provides a morning breakfast, a light mid-morning snack and an afternoon snack. You must provide a lunch for your child. **Please be aware that there will be children with food allergies—especially peanut and tree nut allergies that are often fatal. You may be asked not to pack anything containing peanuts or tree nuts in your child's lunch.**

Sign In/Out Policy

Please escort your child(ren) into the building and sign them in in the "sign-in/out" book at the Parent Table in the multi-purpose room (MPR). This is where you will sign your child out at the end of the day as well. All children must be signed in and out by an adult who is authorized on their emergency card; siblings who pick up must be over 16 years of age, all non-relatives must be over 18 years of age.

Attendance Policy

Enrollment is done on a weekly basis. When you sign up for a week you reserve a slot for your child for that entire week. It is your choice whether or not your child attends every day that week. There are no refunds for absences or missed days.

Absences

If your child is going to be absent, *please* call us and let us know. We have a busy summer schedule and need to be able to leave for our field trips and lessons and not wonder, "is one more child going to be joining us?" If you know ahead of time that your child is going to be gone on a day that they are scheduled to attend, please write it down in our "Parent Notebook" at the Parent Table.

Program Structure

At the beginning and ending of each day, children are together in combined age groups for free choice time in the common areas of the multi-purpose room, gym/outside or art room. During the 'core' hours of 8:30 to 4:00 children break off into small groups based on their age and grade they are entering into the upcoming school year. All groups will have a ratio of 1 staff for every 5 children for field trips. (Children from different groups may be combined for lessons -- gymnastics, swimming).

General Schedule

7:00 AM—Program opens

7:00-8:30—Large group (mixed age groups) free choice time: MPR, gym/outside, art room.

7:30-8:30—Breakfast

8:30-4:00—Individual group time: swimming lessons, gymnastics, or individual group field trips, arts & crafts, cooking, etc...

3:30-4:30—Snack time

3:30-5:00—Large group (mixed age groups) free choice time: outside, art room, gym.

5:00—Outside closes, art room closes, back to MPR

6:00-Program closes

New this year we are offering an Environmental/Outdoor education component to Camp Bear Valley to go along with our weekly Wednesday field trips! Lead by an Ecologist/Biologist, campers will get to explore a variety of outdoor related topics.

Each individual group will have certain days of the week they have swimming lessons, gymnastics or other lessons, an individual group field trip, a large group (all the children in the program) field trip, and a "bike day". *Schedules are subject to change.*

Bikes may be left at the school Monday-Friday as we store them in a room. **Children in groups 4 and up must have a bike and a bike lock is recommended. If this is not possible please contact our office at 345-0437 or speak to the Director at Camp. The older groups will do biking most days. All children must have helmets in order to ride a bike!**

Activities such as art, cooking and science are done before and after the outings and on "Camp Days". Cooking, art and science activities are planned with children's input. The staff submits lesson plans to the Director. Lesson plans are completed for a two-week period and are turned into the Director at least one week before the planned activities are to take place.

Communication

Parents will be given a notice for upcoming small group field trips in the form of a "newsletter" one to two weeks prior to the trip. The bottom half of the newsletter is the permission slip. You will need to sign the permission slip for each individual/small group field trip. **You will find these newsletters in your "mailbox" on the Parent Table where you sign your child in/out.** One "blanket" permission slip will be used for the large group weekly field trips, swimming, martial arts, gymnastics, rock climbing and all other lessons. **We also have a daily notice board at the Parent Table.** There is a notebook for parents to write notices to Camp staff next to the sign-in/out book.

Clothing and Equipment

It is very important that children come appropriately dressed for summer camp activities. Listen to weather forecasts and keep in mind that the majority of our activities are outdoors!

Items your child will need to have for camp are:

- A good backpack (large enough to hold required items but not too big for the little ones to carry.) No wheels on the backpacks please, as the frame digs into their backs when they have to carry them on their backs and when their pulled, others trip over them!
- Lunch box—your child will need to bring a sack lunch every day (please be aware that it may need to fit inside the back pack or be strapped onto the backpack.)
- Water bottle (in addition to what is packed in lunch box) with name written on it
- Bicycle and helmet. Children in grades 4 and up are required to have bikes. (Bikes will be stored in the school so they can be left there Monday- Friday.) If your child brings a bike to camp, they must have a helmet. **Kickstands are also required, if the bike has training wheels, a kickstand is not needed.** A lock is recommended for 4th grade and up.
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- **Good walking/hiking type shoes—gym or tennis shoes are fine, no open-toe shoes or sandals, no clogs or shoes with a high heel. Children will be walking long distances.**
- **Socks should be worn every day as well!!!**
- Swimsuit and towels are necessary (goggles are advised & shampoo/conditioner is optional for wash up after swimming).
- An extra jacket that is rain and wind proof. Keep in you child’s backpack at all times.
- A change of clothing in a zip lock baggie to be kept in your child’s backpack is also advised; One pair of underwear, socks, sweatpants/athletic pants or leggings, and a T-shirt/top—nothing bulky.
- Insect repellent and sunscreen if you wish. **Parents need to supply the sunscreen, insect repellent or any other “topical” product you wish your child to use.** Store in a zip-lock baggie with your child’s name on the bottles (writing it on masking tape works best). This is to be kept in your child’s backpack as well. We do need the “Preventative Products” permission form filled out by you in order to apply any items, so please turn this in the first day your child attends camp. **Please remind your child not to share theirs with other children.**

Field Trips

We will rarely cancel field trips unless we have hard, driving rain with high-sustained winds and the weather appears dangerous/life threatening. With this in mind, if it is lightly raining or windy, we will still do our field trips, so please dress your child according to weather conditions—rain coat and pants, rain boots, gloves and hat if it is chilly. For many of our large group field trips (on Wednesdays), we will be outside all day—so have your child **prepared** to dress warmly!

Registration Policy and Fees

Tuition is \$220.00 per week. You can sign up for one week or all 9 weeks if you like!

The following items are required in order for your child to be considered enrolled in the program:

#1. At the time of registration:

- Non-refundable \$40.00 registration fee per child
- Non-refundable \$110.00 deposit per child for **each week of attendance**
- Enrollment form
- Emergency card
- Current physical
- Up to date immunization record
- Permission and waiver forms for the various activities (swimming lesson)

#2. Payment schedule:

May 9th, 2016—balance due for session #1 (weeks 1-5:May 31-July 1)
(\$110.00/child/week).

June 13th, 2016—balance due for session #2 (weeks 6-9:July 5-July 29)
(\$110.00/child/ week)

**If you have signed an auto payment authorization form the balance due will automatically be charged to your credit card or checking account we have on file.

If you pay by check or cash and the balance due is not paid by the above dates, your child is not considered enrolled in camp. **Checks should be made payable to BVCA.

Withdrawal and Refund Policy

Written notice of withdrawal must be given to the director two weeks prior to your scheduled attendance. Balances that have been paid in full will be refunded \$110.00 per canceled week. *If the director does not receive written notice of withdrawal in the required 2-week time frame, no refund will be given.*

Change of Attendance

Switching weeks requires two week written notice, and will be done on a space available basis. You will not be refunded your \$110.00 deposit for the previous week(s) you had already signed up for. Adding weeks will be done on a space available basis, at \$220.00/week.

Wait List

If the program is full we will start a waitlist. The \$40.00 non-refundable registration fee will be required to hold your spot. When space becomes available we will notify you. At that time all registration requirements must be met (see Registration Policy).

Late Pick Up Fee

Parents who pick up children after 6:00pm will be charged a \$30.00 late fee for every 15-minute increment (\$30.00 for the first 15 minute period, \$60.00 for the second 15 minute period...)

Other Policies:

Baby-sitting Policy:

Bear Valley Community Association and the Camp Bear Valley program do not endorse or recommend staff for private baby-sitting services, nor do we arrange such services. We are to be held harmless for any situations or issues that may arise from private babysitting arrangements that are made between parents and Camp Bear Valley staff. We can only be responsible for the services that we provide during our normal scheduled hours of operation.

Behavior Policy and Contract

Please see the attached Behavior Contract. All children and parents must read, discuss, sign and return.

Payment Agreement and Parent Handbook Agreement

All parents/legal guardians must read over, sign and return the Parent Handbook Agreement form.

Camp Bear Valley is a smoke-free zone –Smoking and tobacco products are prohibited on or near Anchorage School District property and any time during our hours of operation.



PARENTS' GUIDE TO LICENSED CHILD CARE

- ◆ Choosing care for your child is a significant decision. When you entrust the care of your child to another person, you are making an important decision.

Visit, ask questions and carefully compare several programs. Licensed care includes childcare and educational homes and centers. Your choice depends on what you want and need for your child.



- ◆ **Licensing is a key to quality childcare.**

It promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet health, safety, and program requirements (see summary on back of this sheet). A Child and Adult Care Specialist from the Municipality of Anchorage visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

- ◆ **You as an informed parent are a key to quality childcare.**

Parents are responsible for choosing and monitoring their child's care. Licensing specialists visit one to four times a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your infant responds to the program and listen to what your child says. You are the person best able to decide whether childcare meets your standards for safety, health, and quality.

- ◆ **Discuss concerns with your caregiver. Talk to the caregiver if you have questions or concerns about your child's care, if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact the local licensing office. The licensing office will investigate your complaint. Address and phone of the local licensing office:**

Municipality of Anchorage
Child/Adult Care Program
825 L Street, 3rd floor
P. O. Box 196650
Anchorage, AK 99519-6650
(907) 343-4758
Website: <http://www.muni.org/healthssd/child.cfm>

- ◆ **Additional information regarding the location of child care facilities licensed by the Municipality of Anchorage can be found online at: <http://neighborhood.muni.org/>**

HOW MANY CHILDREN MAY BE IN CARE?

Licensed Child Care Homes <i>(Including children related and unrelated to caregivers)</i>	Licensed Child Care Centers
<ul style="list-style-type: none">• No more than 8 children total• No more than 6 children total if only one door exit.• No more than 3 children under 30 months• No more than 2 non-walking children• At least 1 adult caregiver• No more than 5 children in nighttime care (including provider's own children) (10 PM – 6 AM)• Children who live in the household under the age of 12 count in the total	<ul style="list-style-type: none">• 9 or more children• 1 caregiver for every 4 infants (6 weeks thru 11 months)• 1 caregiver for every 5 toddlers (12 thru 18 months)• 1 caregiver for every 6 toddlers (19 thru 35 months)• 1 caregiver for every 10 children (3 thru 12 years)• At least 2 adults on premises

SUMMARY OF CHILD CARE LICENSING REQUIREMENTS WITHIN THE MUNICIPALITY OF ANCHORAGE

PARENTS

- Are responsible for selecting safe, appropriate care for their child
- Are responsible for monitoring their child's care
- Provide current emergency information and immunization records for their child
- Are encouraged to visit their child anytime the child is in care
- Receive written child care policies

LICENSING

- Child care license is required if more than 4 children (not related to caregivers) are in care
- License must be renewed prior to expiration (annually or biennially)
- Facility (including building, staff and program) is evaluated before a license is issued and is periodically monitored thereafter
- Complaints are investigated
- Licensing files are open to public review

CAREGIVERS

- Are required to care for children in a safe, healthy way
- May not have physical health, mental health, or behavior problems that might be a risk to children
- May not have domestic violence or substance abuse problems that might be a risk to children
- Complete child care training each year
- Persons 16 and older have a criminal background check including submitting fingerprint cards
- Caregivers meet early childhood training requirements

SAFETY

- Children are always supervised by an adult
- Caregivers know the whereabouts of children at all times
- Caregiver(s) with First Aid and CPR training are present
- Facility is free of hazards, inside and out
- Gates are required at accessible stairways if children under 36 months are in care.
- Medicine and poisons are stored safely
- Electric outlets have child proof cover caps if children under age 5 are in care
- Emergency information is kept for each child and is reviewed and updated quarterly

HEALTH

- Facility meets sanitation and safety standards
- Meals and snacks are nutritious
- Children are immunized or exemptions are on file
- Parents are notified if their child is exposed to a contagious or communicable disease
- If it chooses, a child care home may care for mildly ill children
- Facility may not care for a seriously ill child unless a medical provider approves attendance
- Drinking water is safe
- Smoking is not allowed
- Medicine is given only with parent permission
- Food preparation and handling are sanitary

EQUIPMENT AND SUPPLIES

- Furniture and equipment are safe and durable
- Infant walkers are not allowed
- Toys are adequate and varied
- Children have storage space for their belongings
- Children under 5 years have a cot/mat/ bed
- Infants must sleep in a safe crib or playpen without materials that would increase the risk of suffocation

PROGRAM

- Promotes children's healthy development
- Includes quiet and active, group and individual, indoor and outdoor activities
- TV and video are limited to children's programs and limited to no more than 1&1/2 hours in a 24 hour period
- High risk activities are not allowed
- Parent permission is required for moderate risk activities (for example, field trips)
- Program includes minimum of 20 minutes of vigorous physical activity for every 3 hours the child is in care between 7 am and 7pm

BEHAVIOR GUIDANCE

- Is positive, and never cruel, humiliating, or damaging to the child
- Sets realistic expectations and clear, consistent limits
- Is not related to eating, napping, toileting, or removing from other children for more than 10 minutes
- No corporal punishment is allowed (Corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, pinching, pulling or any other action that seeks to induce pain.")

FIRE SAFETY

- Facility meets fire safety standards
- Emergency evacuation plan is practiced monthly and documented



Behavior Contract

Safety of the children while at Camp Bear Valley is one of most important issues for the camp staff. We want all children to feel comfortable and secure while at Camp, in addition to having fun!

To help children understand the expectations of them while at Camp Bear Valley, we have written a brief behavior contract. Please read this over with your child and discuss it so that both you and your child understand the contract.

When you have done this, you and your child need to sign the last page and return it to the Camp Bear Valley director or assistant director.

All Camp staff are trained on how to help children solve their problems. All Camp Bear Valley children are told to use their “good words” (“please stop...” or “I don’t like it when...”) when trying to solve a conflict (not hurtful words like “you’re dumb” or “I hate you”, etc.). If their words don’t work they are told to come get a Camp staff person to help. The staff person lets each child explain their side. The staff asks the children how they think it should be resolved, or gives a solution.

Camp Bear Valley’s four behavior guidelines:

These are the four main behavior rules that guide the daily workings of Camp. These are the rules that the staff communicates to the children everyday at Camp Bear Valley.

Be gentle to yourself and other people. We are not hurtful in our words or actions.

Be safe inside and outside. We follow safety rules inside and on the playground.

Be careful with our environment, our own and other people’s work and belongings. We do not damage the environment. We take care of our own belongings. We respect other people’s belongings.

Be healthy. We wash hands before eating. We wear appropriate clothes for the weather.

In addition to the behavior guidelines, below is a list of offenses and their consequences.

1. Throwing rocks, gravel, sand or dirt:
One warning*, the second time –no Camp Bear Valley attendance for one day.
2. Swearing and other inappropriate language:
Three warnings*, the fourth time—no Camp Bear Valley attendance for a day.
3. Breaking or damaging (through misuse) Camp Bear Valley property, toys, equipment or Ocean View school’s property or another child’s property:
Paying for or replacing the item that was damaged. If this behavior continues to be a pattern (3 times) from a particular child, no Camp Bear Valley attendance for one day.

4. Being disrespectful to Camp Bear Valley staff, this includes yelling at and ignoring staff's directions:
Three warnings*, the fourth time—no Camp Bear Valley attendance for a day.
5. Using physical force (fighting) to solve problems or get their way:
One warning*, the second time—no Camp Bear Valley attendance for a day.
6. Bullying or being emotionally hurtful to other children:
Two warnings*, the third time—no Camp Bear Valley attendance for a day.
If this is a continued behavior, you may be withdrawn from camp permanently.

*Warnings will include speaking to the child about what has happened and also speaking to the parent or notifying in writing about the incident so that all involved are clear on what happened, what the rules are, and the resulting consequence the next time the rule is broken. It will also be documented in the child's file. Failure to correct the behavior may result in the child being temporarily or permanently suspended from Camp Bear Valley.

Playground rules:

No jumping off of the swings while swinging.

Do not go up the big slides.

Do not climb on the outside of the playground equipment.

No climbing on the fence and stay on the inside of the fence.

Climbing is only allowed on structures that have pea-gravel underneath.

Do not throw rocks, gravel, dirt or sand.

Gym:

Use good sportsmanship—no put downs to other kids, follow the rules and abide the staffs' decisions that are made, keep temper under control.

No boots or high-heeled shoes in the gym.

No hanging on the bars unless there are mats underneath and a staff person is right there to supervise.

Shoes must stay on your feet—no wearing the type of shoes that will come off when you kick a ball.

MPR and hallways:

Use an inside voice when in the MPR/hallway.

Walking feet in the MPR/hallway—no running.

No ball throwing or roughhousing in the MPR or hallways.

Please play with the toys appropriately, carefully and respectfully.



Behavior Contract

Please sign and return this sheet of the Behavior Contract, please keep the rest for your records. More than one child may sign the contract.

My child and I have read and discussed the “Camp Bear Valley Behavior Contract”. We understand the behavior expectations, the rules and the consequences of breaking the rules. By signing this agreement this means we agree to the rules and the terms if they are broken.

Parent Signature

Child Signature

Child Signature



Parent Agreement Form

Child's name _____

Payment Agreement

I (parent/guardian) acknowledge that I have read the "Registration and Fees Policies" section of the Parent Handbook for the Bear Valley Community Association-Camp Bear Valley program. I understand and agree to the policies. I am aware of the "Change of Enrollment" policy that I must give written notice of any changes or withdrawals to the Director two weeks prior to the date of change. I understand that there are no refunds for absences/no-shows (on a daily basis). I understand that there are additional fees for late pick up. I understand that there is a \$50 fee for NSF checks.

(Parent/guardian please initial)

Parent Handbook

I (parent/guardian) acknowledge that I have read and understand the contents of the Parent Handbook and agree to follow the policies and procedures stated within the Parent Handbook.

(Parent/guardian please initial)

Private Babysitting Policy

I acknowledge that I have read the babysitting policy in the Parent Handbook and understand and agree to the terms of the "hold harmless" policy in regards to the Bear Valley Community Association.

(Parent/guardian please initial)

Parent/guardian please sign

Date _____