

kaiPachay 

# SPANISH

## ADVENTURE CAMP

# **2018 Summer Camp Policies & Procedures**

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# 1. Things to Remember

- ❑ Pack a nice-sized, healthy lunch and snack for your child and include a refillable water bottle. **WE WILL KEEP YOU INFORMED AS CAMP APPROACHES OF SPECIFIC FOOD RESTRICTIONS DUE TO ALLERGIES OR LOCATION REQUESTS.**
- ❑ Apply sunscreen before arrival at camp.
- ❑ Leave personal items at home (if possible). Keep in mind that if personal items come to camp we are not responsible for them. Personal items, if brought to camp, must be kept in backpacks and only taken out during lunch break. No electronics or valuable items please!
- ❑ Pack a labeled backpack with an extra change of clothes if desired—sometimes children spill or get messy with art projects and don't want to stay in those clothes. Due to drought conditions we'll be using water spray bottles and other creative ways to cool down. For heavy water play days when suits are required we will inform you at the check-in station.
- ❑ Label all jackets, water bottles and other personal items.
- ❑ For safety, all campers must wear closed-toe shoes unless otherwise advised.

# 2. Check-in Procedures

- ❑ Check-in is required daily at our entry station for drop-off in the morning.
- ❑ Drive-up dismissal is an option at all locations for the 3PM pick-up time only. The counselor will have the sign-out sheet for you to sign there.
- ❑ It is required to sign your child in & out daily. A check-in station will have all the sign-in/out sheets for you. PLEASE DO NOT LEAVE WITHOUT SIGNING.
- ❑ **FIRST DAY OF CAMP ARRIVAL: Plan to arrive between 8:40-8:50 AM on the first day.** We like to start our day promptly at 9AM with our scheduled activities so please leave a little extra time to arrive before 9 to get checked in and to help your child put on their camp t-shirt. Be patient with us as we must check each camper in and it may take a few minutes to process everyone. We will do our best to do this swiftly.
- ❑ If you signed in for early care, your arrival time is any time after 8AM.
- ❑ If you had not done so already, please add your site director's contact into your cell phone before leaving the site on the first day.

# 3. First Day Routine

- ❑ Once checked in and informed of their group's name, campers will be instructed on where to put their personal items so they can play in the yard while we finish checking in all campers.
- ❑ We hope to have our whole group checked in by 9:10AM, at which time campers will say goodbye to parents and be called to their groups to put their backpacks away in their rooms. They will then begin with a short introduction circle with their counselors.
- ❑ We will join as a whole camp outside to be welcomed by the site director in ENGLISH. This is to ensure that everyone understands our safety guidelines, rules, and important expectations for camp before we get into our full immersion programming. We will also cover how campers are able to let us know their needs and ask questions.

## 4. Regular Morning Drop-Off

- ❑ Check in daily at the check-in station between 8:50-9AM. Text your site director if you are arriving late please.
- ❑ Early care begins at 8AM. You will have an option to pay as you go if you have not previously registered for this option. Text your site director the evening prior or morning of with your request.

## 5. Regular Pickup

- ❑ 3:00PM is our dismissal time. You are allowed to come earlier if you'd like.
- ❑ **If** you are running late please text or call your site director and let him/her know your child's name so we can notify your child.
- ❑ **If** you are arriving after the 5 minute grace period your child will be signed into extended care and the fees will be added to your account.
- ❑ At pickup you are required to sign out at the check-in station. Check for notifications such as 'ouchy report' that gives an explanation of scrapes and bruises.

## 6. Partial Week Extended Care Sign-up

- ❑ Please inform your site director via the sign-in sheet if you would like to add on a daily rate for AM or PM care. (8-9AM or 3-6PM) The rate is \$10 for early care and \$30 for late care. Your site director can process your payment at the time of pick-up each day.
- ❑ **MORNING CARE (Full Immersion):** Depending on the weather in the morning campers will be supervised inside or outside in the yard. Signs will be posted.
- ❑ **LATE CARE (Full Immersion):** Routines for 3-6PM will be established that include choice time indoors with enrichment activities like art, building, games, and outdoor play. Snacks are provided.

## 7. Bathroom

- ❑ We have scheduled bathroom breaks at regular intervals, but if a child needs to go during class time they can let the counselors know. Children ages six and up will go in pairs while counselors will escort children under the age of six. Some locations have bathrooms in the rooms while the rest have bathrooms located nearby.
- ❑ **REGARDING SPECIAL BATHROOM NEEDS:** Please fill this in on your registration form, email [hola@kallpachay.com](mailto:hola@kallpachay.com) in advance, or use our Daily Notes form at the Check-in Station if your child needs special assistance in using the bathroom.

## 8. Daily Notes Form

- ❑ We kindly request your assistance keeping us informed about anything significant happening at home/outside of camp during the week that might affect your camper during their camp day using the DAILY NOTES form at our check-in station.

## 9. Camp T-Shirts

- ❑ Your child will receive their Kallpachay t-shirt the first day of camp. \$20 per child is due at check-in, paid either via card, check, or cash. Counselors will mark the shirt tag with the camper's initials. The t-shirts should either be taken home and return on or with your camper to be worn the next day, or left at camp. Extra camp shirts are \$15. The late t-shirt fee is \$25 for the first shirt and \$20 for the second.
- ❑ \*Please remember to bring your cash, checkbook, or card to pick up your child's shirt their first day of camp.

## 10. Fiesta & Spirit Days

- ❑ Spirit days tie in with our weekly camp themes. At Monday morning orientation, the spirit day is announced to all the campers and posted for parents at our check-in station. For example, last summer during Animal Habitats week campers wore or brought something related to animals. Another example is when we challenged campers to create architecture out of their hair during our architecture week. Fridays are our spirit days and campers may participate in any way they choose; as a free dress day there is something for everyone.
- ❑ Fiesta Fridays are weekly cultural celebrations in the afternoon with games, music, food, and costumes that link with the country campers are learning about during the week. We may request that your camper bring items from home that will help set the mood for the event. This is always optional and not meant to create any challenges for children, but are rather meant to be a fun change in our routine. We DO NOT require you to go to any trouble to buy anything special. Information relating to Fiesta Fridays (1:30-2:45 PM Fridays) will be posted at the check-in station. Be sure to take a moment to read all of our daily announcements!

## 11. Communicating with Your Site Director

- ❑ The site director is there to help you with all of your needs and can relay messages to counselors and back again to you. Well before camp starts you'll receive your site director's contact information. This information will also be posted at the check-in station. If you are concerned about your child having a rough morning and would like to have the site director keep you updated on how your child is doing, please request that you be texted photos of your child as they get involved in their day with us. The best way to request that is to mark it on the DAILY NOTES form.

## 12. Communicating with Counselors

- ❑ \*\*\*Please understand that our counselors do not want to appear as if they understand English when you are requesting or sharing information. Please keep in mind our site director's are bilingual and will relay your messages to all of our counselors and staff.\*\*\*
- ❑ The best way to communicate with your child's counselor is through the site director; Our counselors are primarily focused on the safety of our campers and lesson preparation.

- ❑ Feel free to email anything in advance to your site director. Alternately, please feel free to take home our DAILY NOTES form so you can fill it in as needed. The information can then be dropped off at check-in station the following day.

## 13. More Options for Communicating with Us

- ❑ While your site director is available for all immediate camp concerns, our office staff is always happy to respond to your inquiries! Just visit our Contact Us page on our website for more information.
- ❑ If you did not receive a confirmation reply upon registering please contact us right away.
- ❑ If you would like to change the email we have on file for you please let us know. The email you set up your registration for camp with is our default email account for you.
- ❑ If you wish to find out more about our additional services such as setting up school programs, caregiver training, and consulting services, or if you wish to share your feedback, concerns, comments, and suggestions, please contact [bienvenidos@kallpachay.com](mailto:bienvenidos@kallpachay.com).

## 14. Counselor Bios

- ❑ Please enjoy reading about our wonderful camp team with your camper! Emails with this information will go out prior to the start of your camp. Please be aware of all Active emails that will include important links on the right sidebar. We use the emails provided in your registration profile on Active for this purpose.

## 15. Behavior Policies

- ❑ Our staff follows specific behavior guidelines. We work hard to create an atmosphere of mutual trust and respect for one another. We take care in guiding children to learn and grow through positive reinforcement. This is done with high fives, fun attention-grabber routines, smiles, songs, calm tone of voice, smiley faces on the board. These methods are used as a means to convey our expectations that campers are listening, following directions, helping one another, caring about each other's feelings and personal space, taking care of the physical space of our campsite, and, of course, speaking Spanish.
- ❑ Another method we utilize is redirection as well as one-on-one time with a counselor. Simple and kind words are one way we ease children through our balanced routines. Counselors reinforce campers' contributions to the group and minimize frustrations by offering campers opportunities to be helpers.
- ❑ Campers benefit from clear boundaries, but we understand that if a particular approach isn't working we may need to adopt an alternative. We appreciate that you would want us to work with you to find the approach most fitting to your child as needed. *We ask that parents inform us in advance if their child responds favorably to one type of method over another.* We recognize each camper as an individual, so we do not typically employ a one-size-fits-all model.

## 16. Terms for Dismissal

- ❑ You will be contacted immediately if your camper willfully has harmed another camper and/or is exhibiting disruptive behavior either verbal or physical that is negatively affecting the other campers

and/or the physical space. It will be at the camp director's discretion if your camper will be allowed to return to camp.

## 17. Illness

- ❑ Children who are exhibiting clear signs of infection will be sent home. Please do not bring your child to camp if they have signs of infection (fever, swelling, inflammation, congested cough), or have been throwing up the night before or in the morning. We may send children home for signs of sickness at the director's discretion.

## 18. Social Media Policies

- ❑ We do not allow tagging on facebook. We also do not include campers names in any of our imagery.
- ❑ If you do not want your child to be included in any of our promotional items or social media updates please contact: [mediarelations@kallpachay.com](mailto:mediarelations@kallpachay.com)
- ❑ You will not receive compensation in any form for the use of the images taken of your child during camp when used in our promotional or social media materials.
- ❑ Kallpachay's Communications Director loves to hear from you, so please visit our social media pages to view photos/video during camp. You can post, like, and share us with your friends and families.

## 19. Your Online Camp Account

- ❑ We appreciate you filling in ALL your registration questions and uploading a recent photo of your child. Also keep in mind that if any personal information changes during the summer we ask that you update it by logging into your account. For any changes made to your registered weeks must be made by emailing: [info@kallpachay.com](mailto:info@kallpachay.com) Here is the link for you to access and review your online camp account to check your dates and make sure all your registration information on the form is accurate. [ACCOUNT LOG ON](#)

## 20. Comfortability is Key to Receptivity

- ❑ We encourage you to visit our yelp and facebook page to see pictures of our campers. Scroll through our albums and videos and you will see Kallpachay campers doing a variety of play-based activities. Your child will benefit by having a preview of what they can expect.
- ❑ [Watch our summer promo video here](#) and we hope you enjoy seeing all the different types of activities we do at Kallpachay Spanish Adventure Camps.