



Explorer Camp Handbook

Thank you for participating in the Building for Kids' Explorer Camp! We are so excited to welcome your child to these unique camps encouraging hands-on learning, problem solving, and social/emotional development through the exploration of art, science, and mindfulness.

The Building for Kids is committed to providing the best possible experience for you and your child. In this handbook you will find:

- **Policies & Procedures:**
 - **Participation**
 - **Supervision**
 - **Accidents/Illness/Emergencies**
 - **Child Drop-off & Pick-up**
 - **Attendance & Late Pick-up**
 - **Cancellation Policy**
 - **Behavior Expectations**
 - **Cell Phone & Other Internet Devices**
 - **Transportation**
 - **Food & Drink**
 - **Allergies**
 - **Medications**
 - **Code of Conduct**
 - **Reporting Policy**

If at any point you have questions or concerns regarding the BFK's Explorer Camps, please contact:

Beth Vanderloop
VP of Learning & Engagement
bvanderloop@buildingforkids.org
920-734-3226 ext. 122

Explorer Camps Policies & Procedures

- **Participation:**
 - Building for Kids Explorer Camps do not discriminate against participants on the basis of race, color, national origin, sex, age, religion, or disability status.
 - The services for special needs children are in compliance with the American Disabilities Act.
- **Supervision:**
 - We are always with the children. We do a count of children at the beginning of each session and match it to the number of children signed in. We do a count any time we move locations.
- **Accidents/Illness/Emergencies & COVID Policy:**
 - If a child is absent from school due to illness, they may not come to Explorer Camp that day. In general, a child must attend school during the school day to attend Explorer Camp. If a child becomes ill or is injured during Explorer Camp or exhibits any of the following conditions, their parent/guardian or emergency contact person will be contacted and asked to pick up the child within one hour of notification:
 - contagious disease
 - fever over 100.4 degrees Fahrenheit
 - vomiting or diarrhea
 - accident requiring medical attention
 - head lice
 - If a child is in need of urgent hospital attention, staff will call 911, the child will be transported to the hospital by ambulance, and the child's parent/guardian will be held responsible for all costs incurred.
 - Please report any changes of emergency contact information, employment, telephone numbers, or addresses to museum staff as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.
- **Child Drop-off & Pick-up:**
 - Children must sign-in upon arrival at BFK Explorer Camp, and parents must sign-out the child and make contact with a staff member when a child is leaving. Parents are required to come in and pick-up their child and sign the child out. Parents will give the BFK the names of all persons authorized to pick up their children. Staff will ask for picture ID at pick-up. Persons not listed as authorized to pick up will not be allowed to sign-out a child. Staff will call primary contact to confirm any changes with a pick-up person.

- **Attendance & Late Pick-up:**
 - Parents must notify staff if their child will be late or absent. This is for the safety of the child. If the child is registered to come and does not appear, we will call the parent to locate the child.
 - Late pick-up is not permitted. Please call the BFK if an unplanned circumstance will cause a late pick-up. If their child has not been picked up 45 minutes after the end of the care program, staff will contact local law enforcement for assistance. Should a parent pick up late, they will be given notice that BFKCM cannot accommodate late pick-ups and that if they have an additional late-pick up they will no longer be able to participate in BFK Explorer Camp.
- **Cancellation & Refund Policy:**
 - **After-School Explorer Camp:**
 - To receive a full-refund for an After-school Explorer Camp cancellation, you must notify Building for Kids at least 2 weeks in advance of the cancelled dates.
 - Day of cancellations will not be eligible for a full-refund.
 - **Summer Explorer Camp:**
 - To receive a full-refund for your summer camp cancellation, **you must cancel by June 15 of the year for which you have registered your child.**
 - Cancellations after June 15 will not be eligible for a full-refund.
- **Expectations for Explorer Camp**
 - Be Respectful
 - Be Safe
 - Be Kind
 - Have Fun!
- **Behavior:**
 - It is our hope that all children attend and enjoy Explorer Camp. In order for our camps to be successful, we expect children to follow the expectations above to create an engaging, safe environment for learning and exploring. Our staff will work to remind children of expectations and redirect disruptive behaviors when necessary.
 - Disruptive behaviors include
 - Repeated interruptions either verbally or by moving throughout the space when directions are being given
 - Repeated disrespect of staff and peers
 - Creating an unsafe space for self or peers
 - *Bullying and violent behaviors toward self or others will not be tolerated
 - Any repeated disruptive behaviors will result in the following course of action:
 - Reminders and redirection from staff
 - Conversation with parents at pickup or a phone call to discuss disruptive behaviors and make a plan for how to proceed in future situations

- Suspension from one camp session
 - If behaviors continue, BFKCM may determine removal from program
- **Cell Phone & Other Internet Devices**
 - Cell phones and other electronic devices with camera functionality and/or internet access must be left in children's backpacks and should not be on them during their time at Building for Kids.
 - Should you need to reach your child while they are in Explorer Camp, please call the museum's main number, 920-734-3226.
- **Transportation:**
 - Children attending Explorer Camps must have transportation to and from their camp.
 - If a barrier to transportation has been identified for a child, arrangements should be discussed with the BFKCM.
- **Food & Drink:**
 - Snacks will be provided to children by the BFKCM. The BFKCM will do its best to avoid some of the more common food allergens (nuts/peanuts). However, if your child has any food allergies, dietary restrictions, or prefers different or additional food, please feel free to send a snack with your child.
- **Allergies:**
 - BFKCM staff must be notified of any allergies a child has upon registration in the program.
- **Medications:**
 - In accordance with state law, we will not dispense any medication to any child without advance written consent from the parent or guardian. Prescription medication may be given only to the child for whom it is prescribed. Over the counter medication must have the child's name clearly printed on the container. The parent must sign a "Parent Permission to Administer Medication" form and give the form and the medication directly to the BFKCM staff. All medication must be in its original container with an accurate pharmacy label intact. If these steps are not completed, medication will not be administered. Children who are required to take medication during Explorer Camp hours must have written consent from the parent and the doctor administering the medication. Forms for this purpose are available from the VP of Learning & Engagement.

Building For Kids Code of Conduct:

- To protect Building for Kids staff, volunteers, and program participants, at no time during a Building for Kids program may a staff person or volunteer be alone with a single child where the staff person or volunteer cannot be observed by others.
- Staff shall never leave a child unsupervised.
- Staff and volunteers will make sure a restroom is not occupied before allowing children to use the facilities.
- Staff will stand in the doorway while children are using the restroom. If staff or volunteers are assisting younger children, doors to the facility must remain open. Staff and volunteers will conduct and supervise private activities (example: a child has an accident and needs help changing their clothes) in pairs. When this is not feasible, staff should be positioned so that they are visible to others.
- Staff shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for dismissal.
- Staff and volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected. Children are not to be touched in areas of the bodies that would be covered by a bathing suit.
- Staff and volunteers will use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives.
- Staff and volunteers will refrain from full frontal hugging, touching personal areas, or patting of the buttocks.
- Staff and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
- Staff and volunteers will not give gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion of others.
- Staff and volunteers will not have private interactions through social media, computer or handheld devices with any children in the program.
- Staff and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
- Staff and volunteers will refrain from intimate displays of affection toward others. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
- Staff may not be alone with children they meet in Building for Kids programs outside of Building for Kids. This includes babysitting, sleepovers, and inviting children to their

home. Any exceptions require a written explanation before the fact and are subject to administrator approval.

- Staff are not to transport children in their own vehicles.
- Staff may not date program participants under the age of 18 years of age.
- Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian [written parent authorization on file with Building for Kids].
- Staff and volunteers are required to report any suspicion of child abuse to the proper authorities and are required to read and sign all policies relating to identifying, documenting and reporting child abuse and attend prevention training.

All Building for Kids staff have read and signed this Code of Conduct agreement.

Reporting Policy:

As an organization serving children in a non-regulated drop-off setting, Building for Kids is not a mandated reporter according to Wisconsin Statutes s.48.981(2). However, for activities during which Building for Kids staff is responsible for caring for children, we would report suspected child abuse or neglect if we had reasonable knowledge to suspect a child has been abused or neglected to Child Protective Services (CPS).

The witness or the person who has reasonable knowledge to suspect that a child has been abused or neglected should be the person to make the report.

Because child to child contact may be determined to be abuse, child to child sexual contact must be reported.

CPS forms will be made available through Building for Kids shared file storage in Teams. This form must be completed before making a formal report to the proper agency.

Building for Kids staff are urged to report the witness or suspicion of abuse or neglect, to the President/CEO of the organization.

Staff who report suspicions of child abuse or neglect are immune from discharge or other disciplinary action for that reason alone, unless it is proven that the report was made with malicious intent.

In the event a Building for Kids staff member should ever be accused of child abuse or neglect, the staff member will be placed on a paid leave of absence until a thorough investigation by the President/CEO, Board of Directors, and/or law enforcement is completed. The staff member will be presumed innocent unless the accusation is substantiated, at which time immediate dismissal from employment would occur.

If a parent or authorized person is suspected of being under the influence of an illegal substance at drop off or pick up time, staff must release the child, then contact the Appleton Police Department as soon as the person leaves the museum.

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