

HappyCampers Summer Program

PARENT POLICIES

Welcome to the HappyCampers Summer Program!

HappyHearts welcomes you and your child. We are blessed to be partners with your family and stand committed to creating opportunities for your child to learn, grow and thrive.

Take a minute to learn more about HappyHearts Learning Center and how we'll help your child explore, connect and discover while staying safe this summer. If you have any questions, concerns or suggestions, please feel free to contact us at any time.

Sincerely,
Happy Hearts Learning Center Team

MISSION STATEMENT

Our Mission here at Happy Hearts Learning Center is to make a difference in the lives of those we serve, by:

EDUCATING with quality academics, holding educators, families & students accountable to the highest standards;

ENRICHING families and our community with *socially* responsible citizens;

FOSTERING ALL of God's children in a safe, loving and nurturing environment.

PHILOSOPHY

We believe that:

"It takes a village to raise a child."

So we value our families and our team of teachers as our partners, anticipating needs and providing care that exceeds expectations.

VISION

Youth Development: Nurturing the potential of every child

We believe that all children deserve the opportunity to discover who they are and what they can achieve. That makes for confident children today and, contributing and engaged adults tomorrow.

Social Responsibility: Giving back and providing support to our neighbors

Whether we are developing educational or social skills, HHLC is dedicated to building community relationships through collaborations with local businesses fostering the care and respect for all people.

Why Choose Happy Hearts?

Happy Hearts is, and always will be, dedicated to building the whole child-this includes their mind, body & spirit. We believe the values and skills learned early on are vital building blocks for quality of life. Every day our impact is felt when a child makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.

"Guide children in the way they should go, and even when they are old they will not turn from it"

Proverbs 22:6

Attendance Policies

ABSENCES

It is imperative that we are notified if your child will not be in attendance on a normally scheduled day. If your child will be absent, please message via Brightwheel ASAP & **no later** than 9 a.m. If this is due to illness, please let us know symptoms and child's status. No refunds will be given due to non-attendance.

If your child has any of the following symptoms in the last **48 hours**, they will not be able to attend our program:

- Temperature of 100.4 or above
- Cough
- Shortness of Breath
- Sore Throat
- New loss of taste or smell
- Muscle Pain
- Chills/repeated shaking with chills
- Nausea, vomiting or diarrhea
- A new rash that has not been diagnosed
- Taken a fever reducer in the last 48 hours

ADMISSION POLICY FOR DAY CAMP

HappyCampers summer program accepts children 3-7 years

AGE GROUPS

Children are assigned to groups according to their ages. This atmosphere provides an opportunity for each child to express themselves, be accepted by their peers, and learn new skills. *We typically cannot take special requests to keep siblings or relatives together. We cannot guarantee your child will be placed with a particular teacher member.*

Allergies

All known allergies or any required special dietary needs based on a medical condition must be in writing on your child's registration. Please talk to teachers if your child has special or more serious circumstances, i.e. cannot be near peanut butter or latex. An authorization to administer medication form must be filled out and signed for all medications given during programs. This form is available online at www.happyheartslc.com or from our Director at the center.

AMERICANS WITH DISABILITIES ACT

Happy Hearts is committed to enforce and implement all required provisions of the Americans with Disability Act, in both policy and practice. If your child needs a reasonable accommodation to participate, requests may be made. Upon reasonable notice, efforts will be made to accommodate your request. The safety and well-being of all children and teachers must be maintained.

CAMP COUNSELORS/SCHOOL AGE TEACHERS

Teachers are trained in CPR, AED, First Aid, child abuse prevention, emergency procedures, updated COVID procedures, water safety, and how to conduct activities including songs and games that incorporate values and education. Teachers are 18 years of age and older and most are studying education or recreation related fields. We also employ Junior Counselors, 16 - 17 year old, to assist in specific program areas.

CANCELLATION

Written notification of your intent to withdraw from the program must be given at least two weeks prior to your intended last day. No refunds will be given if notification is not received within two weeks of the registered program. Registration fees are non-refundable.

CHARACTER DEVELOPMENT

Happy Hearts has four core values that we strive to model and teach to our children on a daily basis: Kindness, Gentleness, Patience and Self-Control. Our mission comes to life through the emphasis of these character values. Challenging children to accept and demonstrate these values is the foundation for the development of important character traits that will remain with a child for his/her entire life. Challenging children to accept and demonstrate positive values is more effective than treating problems because it deals with the roots and not just the results.

That is what Happy Hearts is about. Make this a summer for your child to grow and develop strong roots and *positive values*. Talk at home about what they are learning. Talk in the car about their experiences. Talk about how your family can display these values to others.

CHILD ABUSE PREVENTION & SAFETY

The health and well-being of your child is essential to Happy Hearts. Our teachers are trained in the signs of child abuse and the appropriate procedures for responding to the suspicion of abuse and will be alert to the physical and emotional state of all children. When any sign of suspected abuse is detected, the Leadership Teachers will be notified immediately, and a report will be made to the appropriate authorities. Happy Hearts will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by the parent/guardian.

CLOTHING/DAILY ATTIRE

During camp, children should wear simple, non-restrictive clothing that you do not mind getting dirty, muddy, wet, etc. Children are required to wear closed-toe shoes. A pair of athletic shoes is recommended. This is both for the child's safety and comfort as programs are very active. Label all belongings. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. Participant swimwear should also be a properly fitting swimsuit. All clothing is under the discretion of the Director and/or Leadership teachers. For School Age programming, children should follow school dress codes. Happy Hearts is not responsible for loss of belongings.

Camp T-Shirts

Shirts are available for purchase for \$15.

CODE OF CONDUCT & BEHAVIOR MANAGEMENT

Please read over the Character Guidelines and Code of Conduct with your child. Happy Hearts expects all children and guardians to behave according to these guidelines.

BEHAVIOR MANAGEMENT & DISCIPLINE POLICY

Learning to live in gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching students to conduct themselves to act in loving and responsible ways is the lasting gift to each student. Discipline and guidance shall be consistent and based on understanding of the child's needs and development. Happy Hearts Learning Center shall promote self-discipline and acceptable behavior.

Corporal punishment **WILL NOT BE ALLOWED NOR TOLERATED**. Teachers are trained to redirect children. We model, encourage and praise appropriate behavior. When a child seems too distressed or cannot seem to calm down, time-away will be given to the child.

Challenging behaviors

When continued challenging behavior occurs, the Director, parents and teacher will work together to help each child succeed in his/her classroom. The team will decide on a plan of action that best meet the needs of the child. The plan may include daily notes home or behavior charts to help encourage acceptable behavior.

Even with every effort and attempts made, there will be circumstances when a child must be sent home or removed from the center:

- 1) The child compromises the safety of themselves, teacher and of other children.
- 2) There is a lack of support or communication from family (not showing up to scheduled parent-teacher conference to discuss concerns)
- 3) The behavior continues.
- 4) Student hits staff and teacher

Steps taken for challenging behaviors:

1. First offense: Redirection to desired/acceptable behavior
2. Second offense: Written notice to parent, or verbal notice during pick up
3. Third offense: Parent-Teacher conference. Growth Plan to document improvement
4. Fourth offense: Parent-Teacher conference with Director or Assistant Director
5. Fifth offense: Removal from center

***Happy Hearts reserves the right to bypass the steps listed above and/or terminate a child's enrollment immediately if the child's behavior poses a threat to the safety of himself or others. If a child is suspended or removed from the program, no refund will be given.

Happy Hearts reserves the right to terminate your child's attendance for such things as, but not limited to: excessive disruptive behavior, emotional problems or disabilities that we are not equipped to handle, or that are a safety risk to them self or others in the program.

DROP OFF/ PICK UP LOCATION

All sites will have curbside drop-off and pick-up locations designated for day camp only. The exact location varies by site. Please ask camp teachers for details. Parents will not be allowed in camp areas.

Registration

A new enrollment form is required for each child who will be participating in each program at the time of enrollment. In addition to the enrollment form, a current immunization record, current photograph and registration fee are required. Registration Fees are non-refundable. All registrations are accepted online. Any changes to the information originally provided on the registration form must be given to the teachers in a written document via email.

Pick-up & Drop-Off

Starting at 8:30 a.m. campers will have supervised activities to participate in while other children are being dropped off. The rest of the day will be planned activities for your child's age group. From 4:00-4:30 p.m. children will also have supervised activities to participate in while campers are being picked up.

ILLNESS

The health and safety of your child is a priority for us. A sick child or a child with any symptoms is to be kept at home. At check in, teachers will visually check your child to make sure they appear well and ask additional questions as needed. If your child becomes ill in our program, we will isolate your child from others, and we will call you. You must then make arrangements to pick up your child **immediately**. If we send your child home with an illness, they may not return until they have been without an illness for **24 hours**. Please message via Birghtwheel by 9 a.m. on the days when your child is ill or will be absent from Summer Camp. We need to know where your child is every day for the child's own safety and accountability. Happy Hearts should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appeared.

If your child has any of the following symptoms in the **last 48 hours**, they will not be able to attend our program:

- Temperature of 100 or above
- Cough
- Shortness of Breath
- Sore Throat
- New loss of taste or smell
- Unexplained Muscle Pain

- Chills/repeated shaking with chills
- Nausea, vomiting, or diarrhea
- A new rash without a diagnosis
- Taken a fever reducer in the last 24 hours

Lice

Due to the contagious nature of lice, we ask that you check your child to see if he/she has lice. Lice are very detectable and treatable. Please know that children with lice are not allowed to return until completely nit free.

Parents will be notified of communicable diseases, head lice or any other infestation exposure. Happy Hearts uses Oklahoma State Health Department resources such as the Good Health Handbook as a guide for illnesses and/or communicable diseases.

Illness guidelines are subject to change with federal, state, and local direction.

INJURY/ EMERGENCY

All teachers are trained in emergency first aid. If your child sustains an injury outside the scope of our training, the teachers will take whatever steps are necessary to obtain emergency medical care including, but not limited to, the following:

- Attempt to contact a parent or guardian, using all numbers for persons provided on the enrollment form.
- If injury warrants, we will call an ambulance or paramedic and have the child taken to the closest emergency facility in the company of a teacher member.
- An Incident Form will be completed, and parent will need to sign.

LATE FEES

A late fee of \$10 will be charged if payment is made after the date due.

A late fee of \$1 per minute will be assessed for each minute after 4:30 p.m. that your child remains in care. Late fees must be paid before your child may return to the program.

LOST AND FOUND

Unclaimed lost and found items at the end of each day will be laid out at the parent pick up table. Anything not picked up within one week will be discarded. Please only send essential, required items that are labeled.

We provide a well-rounded activity schedule, which does not require additional toys, equipment, phones, games, etc., from home, unless specifically requested. Any of these items found with your child will be held and returned to the parent at the end of the day. Lost items are not the responsibility of Happy Hearts.

MEDICATION & OVER THE COUNTER SKIN PRODUCTS

Medication will be dispensed to children only under the following conditions:

- All medications must be accompanied by a completed Authorization to Administer Medication Form which includes the dosage, date and time the medication is to be administered. This form can be found at HappyHeartsokc.org or it is available at Happy Hearts.
- Prescription and non-prescription medications must be in the original container and labeled with the child's name, date, directions, and physician's name (prescription only). All prescription and nonprescription medications will be administered in accordance with label directions.
- Each time a child is given any medication an entry will be made in the Medication Administration Log.
- Medication and medical waste are either returned to the parent or disposed of properly when it is out-of-date, or the child has withdrawn from the program.

All medication will be kept secure. While we strive to fulfill your requests, we cannot be responsible for missed doses. We are not required by law to administer medication and only do so as a service to parents. Please understand that it may not always be possible to administer medications as requested.

Over-the-Counter Skin Products

HHLC teachers are only permitted to apply sunscreen and insect repellent to children if there is a medication form authorizing teachers to do so. Cream products will be self-applied by children. Parents are responsible for sending all sunscreen and insect repellent. Happy Hearts will keep a supply of products on hand. Should you forget yours, there is a \$2 per day charge to use ours. Sunscreen will be applied every day of Summer Day Camp to protect your child from painful sunburns. This fee will be automatically drafted from the account we have on file. Please make sure your sunscreen is less than one year old, as expired sunscreen may magnify the sun rays and can result in a severe burn.

PARENT VISITS

Parents are invited and encouraged to communicate with camp teachers during pick-up, drop-off or through phone or electronic communication. Special events including a parent invitation may be scheduled by your camp. Any other arrangements, please reach out to your Youth & Family Director or Coordinator.

PARTICIPATION

Children are encouraged to participate in all activities. If they cannot participate for medical reasons, a note from the parent/guardian or doctor is recommended. When applicable, any child not swimming will sit with the teachers on the pool deck for the swim time or an alternative activity may be scheduled.

PAYMENT POLICIES

Acceptable payment methods are: Credit/Debit Card, Check, Cash or advance payments made in full.

1. To secure your child's spot, a \$65 registration fee is due at the time of registration.
2. Drafts will be made by the close of business on Wednesday for the following week of care. Drafts will be made each week, unless a two-week written notification has been provided for vacation week or for cancellation of registration.
3. Please keep any and all canceled checks, payment receipts or bank statements as documentation of childcare payments.
4. No adjustments in the weekly fee will be made for partially attended weeks, when care is not provided due to holidays, program closures, or inclement weather days.
5. Refunds are typically not given. A Refund Request Form may be obtained from, and returned to our center Director and all refunds are at the discretion of the Director & Owner.
6. If your childcare payment is returned, it will be reprocessed within 48 hours of the original draft date, an additional service fee may be collected. Payments must be collected in full before the start of each enrolled session in order for your child to remain in our program.
7. A late pick up fee of \$1.00 per minute will be assessed for each minute after 4:30 p.m. that your child remains in our care. This charge must be paid to our center Director before the following day in order for your child to return.
8. If you are registered for the All Summer Camp option and a payment is missed, the All Summer pricing will no longer apply. If you cancel All Summer camp, an additional \$10 will be charged for each week that you have attended, separate from the nonrefundable deposit (this will bring you to the Summer Select rate).
9. Written notification of your intent for a vacation week or a camp cancellation form, for any portion of camp, must be given at least two weeks prior to your intended last day.

CANCELLATION

Written notification or email (admin@happyheartslc.com) of your intent to withdraw from the program must be given at least two weeks prior to your intended last day.

REFUNDS

No adjustments will be made for missed or partially attended weeks. When you enroll, you are reserving the time, space, and provisions for your child, whether or not he or she attends. School and program closings due to inclement weather, holidays, power outages and other similar occurrences have been considered in the pricing.

PERSONAL PROPERTY AND REGULATIONS

Children are not allowed to bring unnecessary items, or items of value such as any electronic hand-held games, iPods, phones, trading cards, animals, or sports equipment (unless for a special event). This also includes cell phones, iPads, tablets, or any other electronic items. Happy Hearts is not responsible for any lost or stolen items, so please leave these items at home.

SEARCH AND REMOVAL

A child, and/or the child's belonging may be searched by administrators at any time. If another camper's item goes missing, we may look in other camper's bags to look for the item as items can get mixed up. Whenever teachers have a reasonable suspicion that the child has violated or is violating either the law or program rules bearing on order or safety and that the search will produce evidence of the violation (i.e. child has in their possession either drugs, alcohol, stolen items, matches/lighters, weapons, etc.) the Director will conduct a search. The child will be invited to be present for the search when feasible. Any items found in violation of the law or program rules, will be confiscated and may be turned over to the appropriate authorities. Our primary concern is to maintain the integrity of the program environment and the protection of our children and teachers.

RELEASE OF CHILDREN POLICY (SIGN IN/OUT)

Parents are required to check their children in upon arrival and check them out before leaving each day. This may be done via Brightwheel app's QR code. Children are not allowed to check themselves in or out of the program. Happy Hearts cannot be held responsible for your child if we are uncertain of his/her presence. **All children must arrive by 9 a.m. each day.** Parents are not allowed in our program space this summer. Campers should be dropped off and picked up during designated times, unless prior arrangements are made with the center Director

Authorization to pick up your child is included in the enrollment forms. The list of persons authorized to pick up your child must be current and accurate. Changes must be made in writing and submitted to the Site Coordinator or Youth and Family Director. **Photo identification is required for any person picking up a child.** No child in our care will be released to persons not authorized to do so by the enrolling parent. In the case of an emergency, please contact teachers as soon as possible.

If a person picking up a child displays signs of being inebriated or in some way unable to provide safe transportation for the child, the teacher member in charge will contact other authorized guardians listed on form to pick up the children and the local police and DHS will be notified.

If we have not heard from you by closing time, and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to pick up your child. If neither you nor your emergency contacts can be reached, we will keep your child for a half hour. After that time, DHS and/or the police will be notified.

CUSTODY AGREEMENTS

Changes in custody agreements will be accepted only with a copy of the court order specifying the change and the persons named as having legal custody of the child. Teachers cannot legally refuse to release a child to a verified parent unless there is a court order in the child's file stating that the parent does not have custodial rights. Simply writing on the enrollment form that you do not want a parent to pick up your child does not give us the legal right to refuse pick-up.

REST & RELAXATION/QUIET TIME

All groups may have rest and relaxation time each day. Children may bring their own books from home (make sure it is labeled). During this time children will have the opportunity to engage in quiet, restful activities.

SCHEDULES

Activities may vary from day to day including, but not limited to: group games, STEM, character development, arts and crafts, table games, spots, skits, songs, swimming, outdoor education, and much more. See teachers for more detailed schedules.

SIGN IN/SIGN OUT

Parents are required to sign their children in upon arrival to the program and sign them out before leaving each day.

FOOD POLICY

Your teachers are dedicated to giving your child a fun, healthy experience, but we need your help! Happy Hearts focuses on healthy eating and lifestyles.

Lunch and AM & PM snacks will be provided. Our monthly menu will be sent out via Brightwheel for your family to plan. Tuition will not be adjusted if your family chooses to pack lunch. If you choose to send food with your child on certain days, please send a nutritious lunch, drink and snack on each of those days to give your child more energy during the day (i.e. whole grains, fresh fruit and veggies, minimal or no trans-fat products, reduced sugar). Refrigeration is not available, so food items need to either be non-perishable, or kept cool in an insulated lunch sack. Microwaves are not available. Soda, fried food, and money for vending are not allowed in our programs.

We want all children to be well nourished to have energy during the day. If your site does not provide lunch and your child forgets their lunch (or does not have a nutritious lunch) we will contact the parent and/or provide your child with a lunch for a fee of \$8*. This will automatically be deducted from your payment information provided on file. **Cost may vary per site.*

Any food allergies, special diets or dietary needs based on medical conditions must be included in your child's Registration and Health Form. See Allergies.

Teachers & Staff

Our teachers is selected on the basis of responsibility, ability to relate to children, sensitivity to the children's individual needs, and their recreational skills. Our teachers meet or exceeds requirements set by Happy Hearts of the U.S.A., and the State of Oklahoma. Teachers members receive training in CPR-Pro, AED, First Aid, and Child Abuse Prevention. Teachers work with small groups of children to build a positive rapport and develop mutual trust and respect.

OUTSIDE CONTACT BETWEEN TEACHERS AND CHILDREN

Teachers are prohibited from having outside contact with children in HHLC. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, and any non-center related events. Any exceptions require a written explanation before the fact and are subject to administrator approval."

Water Play

Children will have the opportunity to participate in water play. We ask that children bring a swimsuit, water shoes, sunscreen and towel on each water play day so that they may participate. Children will only be allowed to participate in a swimsuit, no exceptions. Please do not wear articles of clothing, including swimwear, which are not in good taste or appropriate for camp or clothing that does not appropriately cover the body. All clothing is under the discretion of the Director and/or Leadership teachers.

WATER

Water is the ultimate hydrator and our primary drink during the day. All water used by our programs is from public water systems. We require that your child bring a filled water bottle each day and teachers will refill as needed

WHAT TO BRING EACH DAY- ALL ITEMS MUST BE LABELED

- ☑ Children should wear simple, non-restrictive clothing (one set of extra clothes)
- ☑ Athletic shoes
- ☑ Backpack or shoulder bag
- ☑ A filled reusable water bottle
- ☑ Sunscreen & insect repellent
- ☑ Good attitude & a smile everyday

Children will have a designated spot for their own items during the day. Please label all items. Unclaimed lost items will be discarded after 24 hours.

BEHAVIOR MANAGEMENT

The goal of our program is to provide an atmosphere for children to develop a variety of skills and relationships, while enjoying healthy activities. Throughout Happy Hearts we continue with our Character Development of **Caring, Honesty, Respect** and **Responsibility**, among our children. As a family, please read and discuss our bullying policy as well as the Character Contract together. You will see several examples below.

Caring: It is important to use and care for equipment, toys and games properly so that other children can enjoy them too. We will care for the property of Happy Hearts, of other children and of Happy Hearts teachers.

Caring Conversation & Language: Children will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children or teachers. Children must refrain from using obscene language or gestures for any reason.

Anti-Bullying Policy: bullying will not be tolerated

Honesty: To be open with Happy Hearts teachers and to tell the truth at all times.

Respect: When asked to do or not do something, a child needs to follow directions the first time given. This is for the safety of all children. Please speak to teachers and other children with respect.

Responsibility: All children need to remain with their group and within sight and sound of their teachers. This applies while we are on HAPPY HEARTS grounds, school sites and on offsite field trips. We want children to be safe at all times. Children are responsible for all of their own belongings.

AND HAVE FUN & PLAY!: We want children to have fun and participate 100% of the time. Positive attitudes make Happy Hearts experience fun and exciting for yourself and others.

The following guidelines have been read and discussed.

Child's Signature/Date

Guardian's Signature/Date

**This form is designed to be a discussion between parents and their children.*