

***New Jerusalem Community Development Corporation
777 NW 85th Street
Miami, FL 33150***

Program handbook

Program partially funded by



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Greetings,

We welcome you and your family to the New Jerusalem Community Development Corporation, Inc. (NJCDC) summer camp 2020! We thank you for your support in allowing us the opportunity to provide summer camp service to your child or children this summer. We can all agree the last few months have been unprecedented times in the life of our country and our world. The COVID-19 pandemic has caused us to navigate our days with much caution and care. Some of our days have been stressful, challenging, and filled with anxiety. We recognize it is your decision to choose the NJCDC's summer camp program with the understanding that we will follow the established guidelines, procedures and protocol to increase the safety of all who enter our campus. We solicit your patience as we navigate through these uncertain times to provide a quality and safe summer.

This summer will look and feel a little different. Offering a camp during this summer requires much planning, training and dedication to ensure we have the safest environment for our staff, our participants, our families and visitors to our campus. We are grateful for the great team of committed, caring and skilled staff who have come together to create an amazing summer experience while following the Centers for Disease Control (CDC) guidelines and recommendations to provide the lowest risk summer camp program.

Included in this handbook are the requirements for our staff, campers and parents. We have learned a lot over the past few months. We will be sharing information throughout the summer with our staff, our campers and each of you so that we take every step possible to keep us protected.

We are committed to keeping abreast of the CDC guidelines and procedures along with safety protocols to keep everyone safe. We encourage you to please be sure to read this handbook thoroughly so you and your family understand all the rules and guidelines prior to attending the summer program. As more information is available or updated through the CDC guidelines and protocols outlined may be modified. We appreciate your support as we continue to navigate through this together social distance style.

Sincerely,

Sabrina Bouie-Floyd

Sabrina Bouie-Floyd
Executive Director

GOAL

Our goal is to provide an atmosphere where children/youth can grow and learn academically and socially so that they may achieve their greatest potential.

MISSION STATEMENT

To provide services to help empower and improve the lives of residents of Miami-Dade County and surrounding communities by providing resources and self-advocacy skills to attain and support self-sufficiency.

GENERAL INFORMATION

The NJCDC serves children and youth in grades K- 12th throughout Miami-Dade County area. New Jerusalem Community Development Corporation is located at 777 NW 85th Street, Miami, FL 33150.

Our programs are structured to provide your child with a safe, supportive and positive environment in which to learn and grow. Your child's safety is our primary concern. The main rule governing our program is "Be Safe, Be Kind." We want children/youth to be safe in activities and kind to others and things around our program. We will continuously look for ways to enhance and/or improve our program. We are grateful to have received continuation grant funds for the last 16 years from The Children's Trust to assist us in providing quality programming to all of our participants. This funding also allows us to minimize cost to you. Our desire is to work with parents/caregiver providing the best program for your child/children. We are looking forward to a great year and we hope you are too.

NJCDC requests you to spend a few minutes looking through this handbook. Please contact us at (305) 693-8323 ext. 126, if you have any questions. It would be our pleasure to assist you further.

STAFF

New Jerusalem Community Development Corporation hires responsible staff. Your child will be cared for by trained staff. In addition, to programmatic training, designated staff are also trained in First Aid and CPR. Additionally, we have had a health care professional provide us with COVID-19 training. The training included topics such as: proper sanitizing methods, how to properly use personal protection equipment and how to properly check temperatures, etc.

PROGRAMMING

The programs will utilize curriculum that develop the whole child/youth's intellectually, physically, socially, emotionally and morally. Summer Camp will have academic enrichment as a component of the daily program. All activity materials will be provided.

Safety Protocols

NJCDC will be following the recommendations of the Centers for Disease Control (CDC) and the American Camp Association (ACA) regarding the Coronavirus (COVID-19) along with federal, state, and local laws.

Healthy Hygiene

Each of us (Staff, campers, parents/caregivers and visitors) have a role and responsibility in taking everyday preventive actions to limit the spread of COVID-19. The CDC recommends the following:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Stay home if you are sick.**
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. Note: we will be practicing physical or social distancing.
- Cover your mouth and nose with a cloth face covering when around others.
- Remember to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched surfaces.

Face Coverings

The Florida Department of Health defines a face covering as a material that covers the nose and mouth. We do understand that face coverings may be challenging for children (especially younger children) to wear in all-day settings such as a summer camp program. We will ensure that all staff are knowledgeable on the proper use, removal, and washing of cloth face coverings and ask that you help educate your child on the proper use, removal, and washing of cloth face coverings. Each child enrolled in the summer care program will receive two cloth facial face covering. The face covering will be maintained at the camp daily. Staff will be responsible for cleaning the mask daily.

Cleaning and Disinfecting

The CDC states that cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection. NJCDC is committed to using products that are EPA-approved to use against SARS-CoV-2, the virus that causes COVID-19.

Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched along with objects/surfaces not ordinarily cleaned daily such as but not limited to doorknobs, light switches, classroom sink handles, countertops, desks, chairs, cubbies, and any restroom toilet/sink handles and dryers that are not touchless. All rooms within the facility will be routinely cleaned, sanitized, and disinfected several times a day.

Staff and campers will work together to ensure the surfaces in the classrooms are cleaned throughout the day.

Shared Objects

All staff and campers will keep their belongings separated from others and in individually labeled containers, cubbies, or areas. NJCDC will ensure adequate supplies to minimize sharing of high-touch materials to the fullest extent possible (e.g., assign art supplies or other equipment to a single participant),

or limit use of supplies and equipment to one group of participants at a time and clean and disinfect between use. Staff and campers will not be allowed to share electronic devices, books, and other games or learning aids and should refrain from bringing these items to the summer care program.

Ventilation

In order to minimize the possibility for airborne infection to occur and spread, The NJCDC is committed to adhering to principles of air movement and ventilation by re-checking and re-confirming the effective operation of all facilities to ensure a safe environment for everyone.

Food Service, Snacks and Water Bottles

All campers will daily receive individual pre-packaged meals and snacks with disposal utensils in accordance with the USDA standards. NJCDC campers will be provided individual water bottles to eliminate the use of the water fountain. We will have water to refill their bottles as needed.

Identifying Small Groups and Keeping Them Together (Co-horting)

Per the CDC, small groups of campers that stay together all day, each day, while physical distancing and do not share objects is considered the lowest risk of spread. NJCDC is committed to having groups no larger than 10 campers with the same staff that will remain together for the duration of the day without mixing with other groups. Each group will have their own assigned classroom in which they will conduct most of their day-to-day activities to minimize the possibility for cross contamination and prioritize outdoor activities, weather permitting.

Promote Resilience

We understand that everyone reacts differently to stressful situations. Hearing about the pandemic repeatedly may cause overwhelmed or distressed feelings. Campers may worry about themselves, their family, and friends getting ill with COVID-19. We will assist with helping campers make sense of what they hear in a way that is honest, accurate, and minimizes anxiety or fear by using the CDC's Share the Facts about COVID-19. Please refer to <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html> for more information on how the staff will discuss with the campers everyday actions to reduce the spread of germs, (i.e. remind campers to wash their hands frequently and stay away from people who are coughing or sneezing or sick and remind them to cough or sneeze into a tissue or their elbow, then throw the tissue into the trash). The summer camp program will not include watching, reading, or listening to news stories about COVID-19, including social media or entertain discussions that promote fear or anxiety. The program will include activities that promote a healthy lifestyle, exercise, and having so much fun that staff and campers simply do not have time to focus on anything besides "Can we do it again?"

Health Screenings

All staff and campers will go through a series of daily health screenings upon arrival and throughout the day. The health screenings will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations while following all CDC guidelines.

All staff and campers will be screened for COVID-19 signs and symptoms, other illness or injury upon arrival. Anyone that may appear to have symptoms of a contagious disease, illness, or injury that might require medical attention will be denied entry to the program and facility. Please understand that this is for the safety of everyone and remember to stay home if you are sick.

Procedures for Drop-Off and Pick-Up

The CDC recommends that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up campers, because they are more at risk for severe illness from COVID-19. Parents need to be on the alert for signs of illness in their campers and to keep them home when they are sick.

All drop off and pick up will be conducted outside in big parking lot and will have designated areas during rainy days. The parent or designated drop off person along with anyone who is not registered in the summer camp program must always remain in the vehicle. It is required that everyone inside the vehicle have a face covering on during drop off and pick up procedures prior to staff approaching your vehicle. Failure to comply with this safety protocol will result in the denial of summer camp attendance as we will not be able to safely administer the health screening.

Drop-Off Procedure

The staff will greet the parent or designated drop off person at their vehicle in the east parking lot (our designated drop-off area) between the hours of 7:00am – 9:00 am. After 9:00 am, drop-off will not be permitted, and participants will not be accepted into the program. Special accommodations may be requested by emailing newjerusalemcdc@gmail.com or calling us at 305-693-8323 ext. 125 or 126 at least an hour in advance.

In order to ensure everyone's safety the following protocols will be implemented during morning drop-off at the designated drop off area:

The staff will wear personal protective equipment and approach the vehicle's passenger side.

The staff will verbally administer the questionnaire below regarding exposure to COVID-19 and/or symptoms by the child or anyone in contact with the child.

Questionnaire

Have you or anyone in your household had any of the following symptoms in the last 24 hours:

- Fever
- Cough
- Difficulty with breathing or shortness of breath
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

The staff will then evaluate the answers to the questionnaire.

If any of the answers to the questions on the questionnaire are, "Yes," the staff will call the supervisor on duty for next steps and move on to the next vehicle.

If all the answers to the questionnaire are, “No,” the staff will proceed to the next step.

The staff will administer a temperature scan to the enrolled child using a handheld no touch thermometer. We prefer to take the temperature while the child is still in the vehicle. However, if this creates an unsafe environment for the staff, they may advise for the participant to exit the vehicle.

If the camper’s temperature is 99.8 or above, they will not be able to attend the program.

If the camper’s temperature is under 99.8 or below, then staff will proceed to the next step.

The staff will then advise the parent/guardian that the participant can proceed to the program. The staff will sign your child in to minimize cross contamination.

Pick-Up Procedure

The staff will greet the parent or designated person at their vehicle in designated pick-up area between the hours of 4:00pm - 6:00 pm. Special accommodations to be picked up prior to 4:00 pm may be requested by emailing newjerusalemcdc@gmail.com or calling us at 305-693-8323 ext. 126 or 125. We kindly request that you limit your conversation with staff during pick up procedures.

In order to ensure everyone’s safety, the following protocols will be implemented during afternoon pick-up at the designated drop off area:

- The staff will wear personal protective equipment and approach the vehicle.
- The authorized pick-up person will tell the staff their name and show photo Identification to verify that they are authorized to pick up the participant. The staff will radio the child’s assigned leader to send the child to the parking lot.
- Once authorization is confirmed, the staff will direct the authorized pick-up person to drive up to the next station for participant’s arrival. The staff will then sign the student out with the participant’s assigned badge barcode

Preparing for When Someone Gets Sick

Staff and campers should not come to the summer care program if they are sick. The CDC advises that staff and campers with COVID-19 who experienced symptoms or those who DID NOT have COVID-19 symptoms but tested positive should not return until they have received clearance from their doctor.

Staff and parents must notify the program immediately via email at newjerusalemcdc@gmail.com if they or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

As much as we have planned the summer camp program around all the CDC recommended safety protocols to provide a low risk environment for staff and campers, NJCDC have implemented safety procedures for everyone in the event someone is sick or experiences COVID-19 symptoms (such as fever, cough, or shortness of breath) during the summer camp program. These procedures include isolating the participant with adult supervision and notifying their parent/guardian to safely transport home or to a healthcare facility.

Once the staff or child have been removed from their group, the group will transition into a new room. Please understand that pending the circumstances, your child’s belongings may not return home that day as NJCDC will follow the CDC recommendations for cleaning and disinfecting.

In accordance with state and local laws and regulations, NJCDC will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) or applicable law. The CDC advises that those who have had close contact with a person diagnosed with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Non COVID-19 Sickness or Illness

If a child becomes sick during program hours, a parent/guardian or authorized adult will be notified immediately. Please notify Octavia Woods or Sabrina Bouie-Floyd Program Director at newjerusalemcdc@gmail.com if your child has been recently ill and if your child’s activities need to be restricted due to illness.

Campers may not attend program if they have symptoms of a suspected communicable disease, including without limitation: Chickenpox	Chills
Cough	Dehydration symptoms
Diarrhea	Difficulty with breathing or shortness of breath
Discharge from their eyes, nose or ears	Fever of 100.4 degrees or more
Fifths Disease	Hand Foot and Mouth Disease
Head lice	Herpes Simplex
Impetigo	Influenza
Loss of taste or smell	Measles
Meningitis	Mumps
Muscle pain	Open, exposed lesions
Pink Eye	Ringworm
Rubella	Severe coughing or difficulty breathing
Stiff neck	Sore/strep throat
Unusually dark urine/or gray or white stool	Yellow skin or eyes
Any COVID-19 symptoms/exposure or other unusual signs or symptoms of illness	

CONTACT INFORMATION

Please keep us updated with any changes with your address, cell phones and/or emergency contact numbers. In the unlikely event of an emergency, we must be able to contact the parent.

It is therefore imperative that you update your records immediately in the Operations Office. The Operations Office is opened 9:00am to 5:00pm Monday – Friday. The telephone number is (305) 693-8323 ext. 126, 127 or 125.

ADMISSION AND ENROLLMENT

A registration form, including a Health Form is required. Physical exams are not required for aftercare or summer camp. The Health Form must be filled out completely by either a parent/caregiver or a physician. NJCDC reserves the right to request withdrawal of a participant if one or more of the following conditions exist:

- Participant is not participating or benefiting from the program.
- The staff cannot provide adequate or safe care for the participant.
- The staff cannot provide adequate or safe care to other enrolled participants due to the care, needs or behavior of an individual.
- Parents and children/youth refusing to comply with NJCDC policies.

PAYMENT AND FEES

All parents are expected to complete a registration application and pay a non-refundable registration fee to secure a space in the summer camp programs. Summer Camp fees are due prior to the beginning of camp. Please contact the Operations Department for more information.

ORIENTATION

A **mandatory** Parent Orientation will be scheduled for summer camp. Parent Orientation is the used to provide the parent/caregiver with the important information relative to the program, introduce camp staff and answer questions prior to the start of summer camp. Parents must attend orientation prior to their child attending any of our programs.

LOST AND FOUND

Any items your child/youth may have lost or forgotten will be collected and placed in a plastic bag. The bag will be kept in the Program Office. We encourage parents to clearly mark all items with a permanent marker for easy identification. Any item not picked up by Friday will be discarded.

WHAT NOT TO BRING

Please leave these items home:

Toys, electronic games, playing or trading cards, cellular phones, iPads, jewelry, etc should not be brought to camp. If these items are brought to the program, the following action will be taken:

1st offense – We will confiscate any items that should not be brought to the program and store it in the program office. The item will be returned at sign out for the day.

2nd offense - We will confiscate any items that should not be brought to the program and store it in the office until the parent/caregiver is able to retrieve them.

Our programs are packed with activities and these personal items can often be a distraction.

NJCDC will not be responsible for any items, not stored by the office staff, which may be broken or missing. Additionally, please leave firearms, fireworks, knives, matches, lighters, alcohol, tobacco products, illegal drugs, pets, sports equipment, and bad attitudes at home at all times.

INCLEMENT WEATHER

NJCDC will monitor the weather to make sure the conditions are safe for program operations. Our year round programs will be opened rain or shine unless there are extreme inclement weather conditions. We will be closed if there is severe weather, such as hurricanes. Every effort will be made to notify parents of camp's re-opening. Parents are also encouraged to contact the NJCDC office at 305-693-8323 ext. 126 if you have any questions.

During excessively hot or rainy weather, we will modify the daily camp scheduled activities. In the event of inclement weather, i.e. thunder and lightning, the children/youth are brought inside and provided alternate activities.

LATE PICK UP

The closing time for summer camp program is 6:00 pm. Each child/youth left in our care after 6:01 pm will be charged a late fee of \$5.00 for every 15 minutes after 6:01 pm.

In addition, children/youth left in our care after 6:00 pm more than 5 times in the summer, will be withdrawn from the program. There will be no exceptions.

Staff will contact parents by telephone for all children/youth not picked up by 6:30 pm. If a child/youth is not picked up by

7:00 pm and all attempts to reach an authorized person have been exhausted, the staff will contact local authorities. At no time will a child/youth be left alone to wait for pick up.

NUTRITION

Children/Youth in the summer camp will receive a nutritious breakfast, lunch and snack daily. Parents must complete and submit to the Operations Department any food allergy on the Health/Emergency Form (see attached). Breakfast will be available to children/youth who arrive before 8:00 am during summer and spring break. Children/youth may not eat food not provided by the program during program hours.

SAFETY POLICY

The following is an overview of NJCDC's safety policy:

- The First Aid kit is located in the Operations Office at New Jerusalem. We have staff who have been trained in both CPR and First Aid.
- Children/youth will only be released to people listed on the emergency contact form unless prior written permission is given from the parents.
- An incident report will be prepared by staff for all accidents. A copy of the report will be given to the parent upon signature of receipt. The original report, signed by the parent or their designee, will be maintained in the Operations Office.

MEDICATION/HEALTH GUIDELINE

Personal health and safety are our top priority. Notify us, in advance, of your child's health concerns, physical limitations, and know, medical conditions. **IF YOUR CHILD NEEDS MEDICATION DISPENSED DURING** program hours, the parent/caregiver must send medication in original containers and **DAILY** instructions to the Operations Office. If a child/youth is required to take any prescription medication during the day, the information must be included on the Medical Information Form (see attached). The parent or guardian of the child/youth should provide the Operations Department with the medication in a clearly labeled container with exact directions for administered. Asthma inhalers, must be provided by the parent/guardian, and will be under the direct supervision of the child's/youth counselor. Non prescription medication will not be given or permitted. Each counselor will have a copy of each child's/youth medical needs as noted in the Health and Emergency Form. **Campers will self-administer inhalers, apply sunscreen and bug spray when needed unless the parent has made prior arrangements with the Executive Director.** For safety reasons, campers may not maintain possession of their medication while in camp; teachers or club leaders will assume responsibility for securing the medication.

The completed medication information will be forwarded to the appropriate staff prior to medication being dispensed. The completed medication form will be kept on file in the Operations Office. We will follow strict sanitary guidelines to insure that there are no unnecessary risks to the children/youth.

Because your child may become ill at any time, it is crucial that we know how to reach you at **all** times. If your child is or becomes ill, we will contact you immediately to come and pick them up. Please keep emergency contact information current. We will not be held responsible for the results of incorrect information.

Children/youth with respiratory illnesses, contagious illnesses and/or colds presenting colored nasal discharge will **NOT** be able to attend the aftercare program. Any discharge that is profuse and cannot be controlled by normal wiping is cause for a child/youth to be sent home. The child/youth may also be excused at the Director's discretion if runny nose is associated with fever, and infected throat, a persistent cough, congestion or irritability.

Your medical information is considered to be "protected health information" by the Health Insurance Portability and Accountability Act of 1996 of HIPPA.

HIPPA

How we collect information about you: New Jerusalem Community Development Center (NJCDC) and its staff and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications that is either required by law, or necessary to process applications or other requests for assistance through our organization.

What we do/not do with your information: Information about your financial situation, medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPPA consent form.

How we do use your information: information is only used as is reasonably necessary to process your application or to provide you with aftercare/summer camp services which may require communication between NJCDC and other providers necessary to verify the information provided to us is accurate; determine if any additional service not provided by our agency.

If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrated or indicated attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Limited Right to Use Non-Identifying Personal Information From Biographies, Letter, Notes and Other Sources: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of NJCDC. We reserve the right to use non-identifying information about our clients (those who receive service or good from or through us) for fundraising and promotional purposes that are directly related to our mission.

Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's express advance permission.

You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any request restrictions in writing. We respect your right to privacy and assure you non identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.

SUMMER CAMP ATTIRE

Children/youth should wear comfortable clothing. From time to time, they will have craft projects so we encourage your child to wear clothing that you don't mind getting dirty. Participants should wear closed in shoes at all time.

DISCIPLINE POLICY

Our staff will provide clear and reasonable limits for each child/youth's behavior. Each child/youth is expected to maintain appropriate behavior while in the program. Positive behaviors will be reinforced, while negative behaviors will be identified and redirected. Children/youth will be taught to recognize and identify their feelings as valid and acceptable, but emphasis will be put on the appropriate ways of dealing with those feelings.

Children/Youth are to show respect for each other and all those in authority at all times. Children/Youth are also expected to show respect for the organizations property and the personal property of staff and students, as well as all materials used during Summer Camp program (such as, program supplies, and games, toys, etc.) When a child/youth's behavior is dangerous or threatens the safety or well being of another child/youth, a staff member will intervene. If unacceptable conduct cannot be corrected by verbal communication, a parent will be notified. If their behavior problems continues, a parent conference will be held with the Director and the summer camp Teacher/group leader. Children/youth with persistent behavioral problems may be expelled by the Director from the program (No fees will be refunded for children/youth expelled from summer camp).

Talking back and the use of inappropriate language or gesture are ALWAYS unacceptable. In addition, there will be no hitting, fighting, kicking, shoving, or wrestling of any kind. IF ANY OF THE ABOVE ACTIONS OCCUR, PARENT(S) WILL BE NOTIFIED IMMEDIATELY TO COME AND PICK UP THEIR CHILD/CHILDREN.

The following progressive discipline approach will be utilized:

Step 1 = VERBAL WARNING (student is warned verbally, parent is notified, and incident is documented)

Step 2 = WRITTEN WARNING (student received a written warning, parent is notified, and incident is documented)

Step 3 = CONDERENCE IS SCHEDULED WITH PARENT (incident is documented)

Step 4 = STUDENT IS SUSPENDED FROM PROGRAM FOR 1 – 5 DAYS (incident is documented)

Step 5 = STUDENT REMOVED FROM THE PROGRAM FOR THE REMAINDER OF THE SESSION (Session Schedule's June to August & August to May)

NOTE: We reserve the right to skip a disciplinary step depending on the severity of the action.

CHILD ABUSE PREVENTION POLICY

New Jerusalem Community Development Corporation (NJCDC) believes that safety, support and care of our children/youth is the most important goal of the program. The law also has provisions safe guarding the well-being of our children/youth. Therefore, we must comply with the law as outlined in the following:

Child care personnel having reasonable cause to believe that a child under the age of 18 has had a physical injury inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, must report or cause reports to be made to the Department of Children and Families, Child Protection Agency.

All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

ILLNESS AND INJURY

Small cuts and scrapes will be treated using standard first aid procedures. Should your child become ill or suffer an injury requiring medical care while in attendance during summer camp you will be notified immediately. We will contact EMT's at any time necessary for the safety of a child/youth, which may involve transportation to an emergency medical facility. In cases of serious illness or injury we will contact parents immediately. If the parent cannot be reached, the designated 'emergency contact' will be called. Parents are responsible for any medical or transportation cost incurred.

Children/youth with communicable diseases are not permitted to attend the program. Any child/youth with a temperature of 100 degree or more, diarrhea or vomiting and ring worm should be left at home. In the event that we find your child to have any of these symptoms, we will contact you to pick them up. It is imperative that we maintain a current contact list in case of emergency. Please notify the NJCDC office regularly of any changes in phone numbers or emergency contacts. Children/youth with communicable diseases will be readmitted to the program with a clearance letter from their doctor. If a child/youth is chronically ill, they will be included in the program when it is feasible.

GRIEVANCE POLICY

Each student/parent at the New Jerusalem Community Development Corporation Inc. (NJCDC) has a right to file a grievance if he/she feels a situation violates his safety or personal rights. Before filing a written grievance, students/parents must first address the staff with their concern. If no agreement can be reached, the Program Manager should be informed of the issue for mediation. If the issue remains unresolved, the student/parent can then address it with the Executive Director by written request.

Should the issues remain unresolved, the student/parent may fill out a Grievance Form to be presented to the NJCDC Board of Directors. A meeting will be scheduled based on the Board's availability.

Our Clients Rights

The New Jerusalem Community Development Corporation, Inc. shall provide the following so that every client's rights are protected:

- ❖ The right to services that respect your values and strengths as an individual;
- ❖ The right to have your opinions heard;
- ❖ The right to decide, with your parent, your involvement and participation in the Program;
- ❖ The right to be educated about the program rules/expectations;
- ❖ The right to have limited confidentiality of records;
- ❖ The right to receive services in a manner that is non-coercive, fair and equitable and Non-discriminatory;
- ❖ The right not to be photographed for fundraising or marketing events on campus Without the consent from the parent or legal guardian
- ❖ The right to give feedback about the program's services and support;
- ❖ The right to be free from any abuse while in our care; and
- ❖ The right to receive reasonable and appropriate adult supervision, guidance, and Support while in our care.

EXPECTATIONS – PARENTS/PARTICIPANTS/STAFF

Our goal is to maintain a positive wholesome environment for our children/youth. Therefore the following are the expectations of all parents, participants and staff:

- No profanity or swearing will be accepted anywhere on the campus.
- Parents and participants are expected to have the appropriate attire on the campus.
- Parents should not drop children off in pajamas or loungewear.
- Participants should always be in camp attire and should never have open toe shoes.

CONTACT NUMBERS

The contact number for the office is (305) 693-8323 ext. 126, 127 or 125.