

**Walton Family**  
**Whole Health & Fitness**  
**Kids Camp**  
**Parent Handbook**

# Welcome!

Welcome to the Walton Family Whole Health and Fitness School's Out Camps! We are thrilled to have you join us for a fun-filled and enriching experience focused on promoting health, wellness, and active lifestyles for our campers.

The School's Out Camps (SOC) will offer fun activities in a safe environment for your child to participate in. We are a licensed program for members who are entering first grade through age 12.

This parent handbook will be provided to every parent during the registration process. Please read the entire handbook carefully. It is also important that each child understands and follows all rules, policies, and procedures. These policies were designed for the benefit of each parent and child, and ensures a fun, safe, and enriching program.

Communication is a vital tool in our partnership to offer your child a FUN experience throughout the school year. Please feel free to contact the leadership team with any questions, comments, or concerns.

Warm regards,

**Erin Jackson**

**Youth Coordinator**

## **Leadership Team**

**Erin Jackson, Youth Coordinator**

**[Erin.Jackson@walmart.com](mailto:Erin.Jackson@walmart.com)**

**Karyn Walker, Youth Activity Director**

**[Karyn.Walker@walmart.com](mailto:Karyn.Walker@walmart.com)**

## **Camp Dates**

Fall Break – October 21-22

Thanksgiving Break – November 25 – 27

Winter Break – December 23, 26- 31, January 2-3

MLK Day – January 20

February 17

Spring Break – March 24- 28

April 18

## Registration Information

Children must be registered before they can attend the program. The SOC program is required by licensing to maintain up-to-date records of attendance and emergency information on each child in the program. Please notify us of any changes in residence, telephone numbers, medication, health, etc. Payment for camps is due upon registration.

## Cancellations

All cancellations must be made using the form at the end of the handbook or by emailing Erin Jackson ([Erin.Jackson@Walmart.com](mailto:Erin.Jackson@Walmart.com)). Verbally telling a staff member does not count as a cancellation. Cancellations must be submitted **ONE WEEK PRIOR** to camp to receive a refund. Cancellations requested afterwards will not be refunded.

Cancellation dates are as follows:

CAMPS	CANCELLATION DUE DATE
FALL BREAK	MONDAY, OCTOBER 14
THANKSGIVING BREAK	MONDAY, NOVEMBER 18
WINTER BREAK	MONDAY, DECEMBER 16
MLK DAY	MONDAY, JANUARY 13
FEBRUARY 17	MONDAY, FEBURARY 10
SPRING BREAK	MONDAY, MARCH 17
APRIL 18	MONDAY, APRIL 7

## **ADMINISTRATION**

As a licensed facility, we are required to inform you that children may be subjected to interviews by licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. We cannot deny DHS, child maltreatment investigators, or law enforcement access to the children in our care for investigative purposes. Child interviews DO NOT require parental notice or consent. We will perform daily bag checks as required by the Minimum Licensing Requirements.

## **Pictures**

Throughout camp, we take pictures and videos of campers enjoying different activities. These pictures and videos may be used in marketing material, such as flyers, websites, and social media to promote our programs. Please indicate on the registration form whether your child may be photographed or not. We take this very seriously because we understand that it may be in your child's best interest not to be photographed. We are very diligent in ensuring that children are not in photos or videos if that is the parent's request.

## **Childcare Policy for Emergency Phone Calls**

Campers will not be called to the phone for conversations. If there is an emergency the call will be directed to a member of the leadership team. They will ensure your child receives your message or will take the appropriate action regarding the phone call.

Should your child need to reach you while at camp, they will need to notify their counselor. Their counselor will then notify a member of the leadership team. The leadership team will contact you via phone call or email, depending on the situation. We ask that you do not send any electronics with your children. If your child uses a smart watch, please disable any call, walkie-talkie, or texting features for the duration of camp.

## Hours of Care/Drop Off & Pick Up

Day camp hours are 7:30am – 5:30pm. You will drop your child off and pick your child up inside of the YAC. Please be sure to sign your child both in and out during the drop off and pick up procedures. When signing out, staff will ask to see a valid photo ID. Children will only be released to individuals on the approved pick-up list. You will list these individuals on the registration form. Any changes made to the approved pick-up list must be made by email to Erin Jackson ([Erin.Jackson@walmart.com](mailto:Erin.Jackson@walmart.com)). We generally begin activities by 9:00am. If you sign in after lunchtime, please ensure your child has eaten before coming to camp.

**Valet drop off will be available for Summer Camp only.** Valet drop off and pick up will take place at the front entrance of the facility. A map is available on the WFWH&F webpage. Staff members will assist your child out of the vehicle and ask you to sign in/out.

Camp closes promptly at 5:30pm. Parents whose children remain past 5:30 will be charged a \$1.00 per minute, per child, late fee. The late fee must be paid before your child can attend the next day of camp. The charge will be added to the parent profile and paid via the payment method on file. After three violations of this policy, parents will be asked to find alternative childcare. A refund will not be issued.

## Snacks and Lunch

A morning and afternoon snack is provided each day. We also encourage children to drink water throughout the day; please provide a reusable water bottle. Parents are required to send an appropriate lunch for their children each day. We understand children may be more comfortable with snacks from home. If so, please pack a morning and afternoon snack as well. Lunch is not provided or sold by WFWH&F.

Please let us know if your child has any food restrictions or allergies. Please do not send food that needs to be refrigerated or warmed in a microwave. Children with food allergies or restrictions must bring their own snacks too. Fast food, soda, and sweets are not permitted. Children are not permitted to share their lunch or snacks with anyone else.

**We are a nut-free zone.** For the safety of all persons at camp, **do not send any nut products or foods containing nuts to camp. If your child comes with any nut products or foods containing nuts, they will be made to dispose of their food.** This includes peanuts, tree nuts, and nut-butter sandwiches. We appreciate your cooperation in creating a safe and inclusive environment and preventing allergic reactions.

## Health Information and Requirements

We are required by licensing to obtain current immunization records. Admission to camp will not be allowed without the proper documentation.

The parent/guardian has a responsibility to monitor the daily health and physical condition of their child. If the child has a fever, is experiencing nausea, headaches, intestinal/stomach problems, or presents sick, he/she must stay home.

For children who become ill while at camp, parents will be contacted and the child will be sent home for the following, but not limited to:

- Fever 99 degrees or greater
- Vomiting
- Liquid stools
- Stomachache
- Rash
- Behavior change
- Sore throat
- Cough
- Swollen glands in the neck
- Presence of acute illness
- Complaints of severe pain
- Headlice or nits
- Pink eye

In the event a child presents with any of these symptoms, the child's parent will be contacted and asked to promptly pick up their child. If parents cannot be reached, we will contact emergency contacts in no particular order.

All minor scrapes and scratches will be treated by camp staff. Parents will be notified of all minor injuries by email. If a more serious injury occurs while at camp, parents will be immediately notified via phone call by a member of the leadership team.

In an emergency, children may be transported by emergency vehicle for immediate attention. WFWH&F policy is that 911 will be called first, and parents/guardians will be notified immediately after. All WFWH&F staff are First Aid/CPR certified and can provide care in an emergency. Should a child need to be transported via emergency vehicle, a member of leadership team will ride with them.

## Medication

A parent/guardian must authorize any and all medications to be given to their child while in the care of WFWH&F by completing the Medical Authorization form. WFWH&F will have various over-the-counter medications including Tylenol, Ibuprofen, Zyrtec, Benadryl, and Pepto Bismal. Medications will be dispensed by a member of the leadership team and documented for licensing purposes. If over-the-counter medication is dispensed to your child, a member of the leadership team will email you to let you know.

Prescription medication must remain in its original container with the child's name, medicine name, date of prescription, and time of day the child should take the medication. **You are required to hand off the prescription medication to a member of the leadership team.** Group counselors carry bags with them at all times. If your child has an epi-pen or an inhaler, a member of leadership team will hand off rescue medications to the counselor for safe-keeping. **Children are not allowed to carry any medication with them, prescription or over the counter.**

Medication cannot be accepted or administered without the Medical Authorization form. Medication left at camp must be picked up by the last day of camp. We will destroy all unclaimed medication after one week of camp closing.

## Swimming



Each child will need a bathing suit and a towel for swim days. Please make sure to pack these items with your child. In addition, you may also pack goggles, swim shoes, and an extra change of clothes, if desired. Please write your child's name on their goggles so that they do not get mixed up with community use goggles.

Please make sure to mark your child's swimming ability on the enrollment forms and that they have a passed swim test on file in club automation. Swim tests can be conducted anytime during our normal pool hours, just ask one of the lifeguards on duty. We will not be conducting swim tests during any of our camps this year. If your child does not have a passed swim test documented in club auto, they will be required to wear a life jacket while in the pool.

## **Behavior and Code of Conduct**

Our number one goal of camp is to ensure the safety and happiness of all campers and staff. We want our children to enjoy all that camp has to offer while in a safe and controlled environment. Parents/Guardians are responsible for helping children understand the following guidelines:

### **Manners**

All children need to follow basic courtesies with counselors and one another. This included table manners, politeness, and taking care of equipment and facilities. Please make sure your child understands the importance of following rules and directions given by counselors.

### **Behavior**

Certain behaviors are not acceptable and will result in immediate discipline. Examples of such behaviors include

- Running away from staff
- Hitting
- Biting

- Kicking
- Fighting
- Throwing

Any other physical action that may cause harm to other campers or staff, verbally abusive language, obscene language, and possession of any item that could be used as a weapon is strictly prohibited. Repeated refusal by a child to comply with the rules and/or failure to listen to a staff member will result in the immediate termination of the child's placement in our program.

WFWH&F has a strict non-violence policy. Any form of violence or threat of violence directed at another child or staff member will result in the immediate termination of your child's placement in our program. Violent behavior includes the behaviors listed above, bullying/harassment, intimidation, restraining or confining, and threats.

## **Discipline**

We view discipline not as a punishment, but as a means of teaching children what is acceptable behavior. Our goal is to help children develop inner control and function as positive, productive individuals.

Should discipline be necessary, the following 5 measures may be taken to address inappropriate behavior. Depending on the severity of the conduct and whether it is a repeated offense, any of the measures below may be taken to correct the child's behavior. We ask that parents/guardians support staff with discipline situations.

**Verbal Warning:** Staff will provide the child with a clear verbal warning asking the child to correct the inappropriate behavior.

**Time-Out:** A time-out may be issued to remove the camper from a stressful situation. The child will be asked to calm down and reflect on their actions. Timeouts may also result in limited participation in an activity, and/or a private conversation with a member of leadership staff.

**Parent/Guardian Notification:** Parents/Guardians will be notified if their child is unable to correct their behavior. We will ask that you discuss the behavior with your child. We may

also ask parents/guardians to participate in a conference with leadership staff to discuss their child's placement within our program.

Suspension/Removal: Walton Family Whole Health & Fitness reserves the right to suspend or expel children from our program. Should your child be suspended or removed from our program, we ask that you immediately pick up your child. If suspended, the leadership team will determine the amount of time a child is removed from camp. If your child is expelled from our program, it may impact your child's placement in any future programs held at Walton Family Whole Health & Fitness.

## How Can Parents Be Helpful?

School's Out Camp is not a babysitting service. Please impress upon your children that this program is a privilege designed to appeal to all interests of our campers. Cooperation and teamwork are vital for your child's safety and happiness within our program.

Please label all your child's belongings. **Check lost and found often!** We will donate lost and found items at the end of each program. We are not responsible for any lost, stolen, damaged, or misplaced items. Lost and found will be located at the YAC front desk.

## What Should Campers Bring to Camp?

Campers are not permitted to bring personal items, such as toys, electronics, and cell phones, to camp. These items will be confiscated if brought to camp and returned at the end of the day. If your child requires an electronic device for medical reasons, please communicate that need in advance to Erin Jackson ([Erin.Jackson@walmart.com](mailto:Erin.Jackson@walmart.com)).

If your child would like to bring a book or magazine for quiet time, or as an alternate activity to swim time, that is permitted. However, it is your child's responsibility to keep up with it during camp.

Campers are asked to wear closed-toe shoes to camp daily. If water shoes are packed for swim time, campers will be allowed to change into those shoes at the appropriate time. You may also pack a sweatshirt/light jacket for your camper if desired.

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Thank you for choosing Walton Family Whole Health & Fitness for your child's out-of-school-time care! We pride ourselves on providing a fun and safe environment for all campers and staff. We can't wait to see your child in our program!