

2022



SUMMER CAMP RAVE

Welcome Family Packet

Proudly brought to you by:



**PURDUE
EXTENSION**

Every Child. Every Age. Every Chance.

This institution is an equal opportunity provider.

Camp RAVE at CASY

Summer Camp is so much more than fun-filled activities for your child. Summer Camp RAVE at CASY focuses on educational and recreational activities, including environmental discovery, arts, literacy, **Science, Technology, Engineering, Art and Technology**, health and wellness, community experiences and field trips.

Qualities that make Camp Rave at CASY a perfect choice for your child are:

- Fun educational environments that promote summer learning
- Opportunities to explore new interests
- Connecting to the community
- Connecting to nature
- Physical activities and skills
- Character development

This summer, campers will have opportunities to participate in programs with Purdue Extension, Too Good for Drugs, Operation Fit Kids, BenchWorx, First -Tee and Lemonade Day educational programs to name a few. We have many fun field trips planned such as weekly swimming trips to the Y, The WonderLab, Indianapolis Indians Game, Fever Basketball Game, Vigo County Fair, and Dobbs Park Nature Center.



Daily Schedule

One of the questions parents ask most is, "What will my child do this summer?" The answer is... A LOT! As soon as your child arrives, we pack the day with activities based on that week's theme. The program follows a rotation schedule, so every child gets the opportunity to try new experiences and activities they know and love. Below is a sample schedule - more details on your child's weekly activities will be found on the weekly calendar.

- ♦ **MORNING CARE/BREAKFAST - 7:30am-9:00am**
 - Children will be able to choose from a variety of activities individually or in small groups to help everyone prepare for a day of fun! Breakfast will be served at 8:30-am -9 am.
- ♦ **GOOD MORNING - 9:00am-9:30am**
 - The day kicks off with an exciting and energetic celebration!
- ♦ **ACTIVITY ROTATIONS - 9:30am-12:00pm**
 - Daily rotations will vary depending on that week's theme but could include activities like splash pad time, art, music, library activities, educational activities, guest speakers and visitors, STEAM activities, team-building exercises, outdoor recreation, group games.
- ♦ **LUNCH - 12:00pm-1:00pm**
 - Children take a break to eat and recharge. This is also a great time to socialize with friends!
- ♦ **ACTIVITY ROTATIONS - 1:00-4:00pm**
 - After refueling, children are ready for more action will rotate around the space to try new activities. Visitors from Purdue Extension, Vigo County Sheriff's Department and ISU Reading Tutors come offer exciting activities and educational programming during this time. Typically, field trips and swimming at the Y are during afternoon rotations. An afternoon snack will be served during this time.
- ♦ **FREE PLAY - 4:00-5:30pm**
 - A variety of activity options intended to engage campers individually or in small groups will be offered as we wind down from an exciting day!



Stay Informed



- The Camp RAVE calendar, schedule and meal/snack menu can be found on the bulletin board bordered in stars in the front lobby of the CASY building.



- Using iClass Pro, Camp RAVE will update parents when necessary. Please opt-in for SMS text messaging in your iClass Pro account. The number you will receive text from is (812) 494-7451. This number **CAN NOT** receive text. If you need to reach us by phone during camp hours, please contact (812) 231-8920 or (812) 231-8918.



- Camp RAVE staff will email parents information about camp. Be sure to check your email regularly. Receipts from payments made in iClass Pro will be sent to the email on file. Surveys will be sent to families via email.

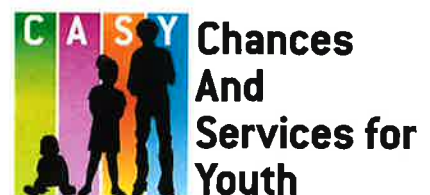
Stay Informed

ACCOMMODATION REQUESTS - Camp RAVE at CASY will make every attempt to make reasonable accommodations for program participants requesting special assistance. If you have an accommodation request, please contact the Camp Rave Director, who will contact you within two business days to discuss the request.

MEALS - Breakfast, lunch and afternoon snacks will be provided to your child by a site-based summer meal program. Please contact Shane Mullenix at smullenix@casyonline.org if your child has any food allergies we need to be aware of at camp. Camp menus can be found on the star bordered bulletin board at the entrance of the CASY building.

ILLNESSES/INJURIES - If your child becomes ill, our staff will contact you to pick him/her up. If your child is injured, staff will treat routine scrapes and cuts. In all cases of serious illness or accident, the Director will contact the parent or guardian directly. In the event that they cannot be reached, the signed authorization on the child's health form will allow Camp RAVE at CASY to secure prompt treatment. Injuries requiring ambulance service or medical attention are the financial responsibility of the guardian.

A sick child is to be kept home for the child's sake as well as others. Children may return to Camp RAVE at CASY after they have been symptom and fever-free for 24 hours without medication. If your child has a communicable disease, please notify the Camp RAVE staff as soon as possible.



Stay Informed

MEDICATIONS - Camp RAVE staff may dispense **EMERGENCY PRESCRIPTION MEDICATION ONLY**. Any medication dispensed to a child at the program site must be in its original container with the child's name on it. We will ask families to share the following information:

- | | |
|---------------------------------|--------------------------------------|
| 1) Child's name | 5) how to be administered |
| 2) Type of medication | 6) Time to be given |
| 3) Physician's name | 7) Number of days to be administered |
| 4) Amount of dosage to be given | 8) Possible side effect |

If your child needs to have medicine close by throughout the day (EpiPen, Inhaler, etc.), we will make arrangements to have their medicine carried by Camp RAVE staff.

SUNSCREEN - We count on parents to apply sunscreen before children come to Camp RAVE in the morning, and then sunscreen is applied at various times throughout the day. If you do not want sunscreen applied to your child, please communicate with the Youth Programs Coordinator in writing at smullenix@casyonline.org. Camp RAVE will supply sunscreen that is SPF 30 or higher. If you have specific sunscreen you prefer your child to use, please send it with your child in Ziploc bag with your child's name on the sunscreen as well as the bag.

BATHROOM PROCEDURES - All children will take trips to the bathroom with the entire group and staff (always in groups of three or more) on field trips. On field trips, children will only use bathrooms inspected for safety by staff.

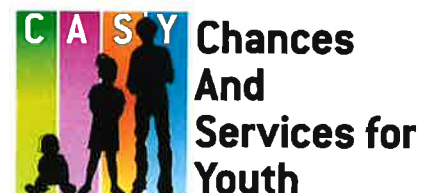
Stay Informed

For the safety of each camper, the Camp RAVE at CASY requires that all children are properly signed in by an adult and turned over to a Camp RAVE staff person. At the end of each camp day, only those persons on the camper's authorized pick-up list will be allowed to pick the camper up from camp. Be sure to complete the pick-up authorization area when enrolling your child in camp. Please use iClass Pro to add or delete authorized pickup people from your camper's list and notify camp RAVE staff of any changes. If you need assistance updating your camper's pick-up list in iClass Pro, please contact the Director.

All authorized persons must be 18 years of age or older. **Please bring picture identification each day. It is our responsibility to see that your child leaves with the appropriate person each day. We will ask for identification. Please do not be offended, as this is done with the child's safety in mind.**

Morning sign-in will take place in the front entrance of CASY by the star bulletin board between 7:30-9:00am. Parents must walk their children into the building every morning. Children must arrive before 9:00am to receive breakfast. Any arrival after 9:00am must call (812) 231-8920 to sign their child in at the appropriate location.

Pick-up may take place in several different locations. If we are outside, please sign your child/children out from the shelter house. If we are not outside, the dry erase sign at the entrance of CASY will tell you what location in the building to pick up your child.



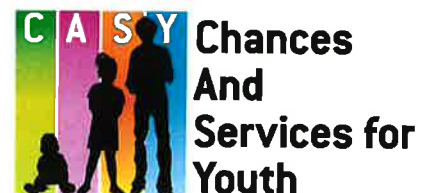
Sign In & Out Process

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the Director to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of the release of children in our care. Parents are responsible for resolving any issues that may arise from their child's participation in our programs. Camp RAVE will not get involved in disputes between parents. A child may be removed from the program until parents are able to resolve their differences. For consistency, any requests for program information must be included in a court order.

The Camp RAVE staff will encourage any adult who appears to be intoxicated or under the influence of drugs to call an emergency contact or a taxicab to take them and their child home. Children will not be allowed to leave with an adult who appears to be under the influence.

Camp closes promptly at 5:30pm. Please make arrangements to arrive by 5:30pm. Parents or guardians will be called at 5:31pm and a fee of \$15 will be charged. If the call is not answered, emergency contacts will be contacted.

ABSENCES FROM CAMP - If your child will be absent, please email smullenix@casyonline.org or call (812) 231-8920 as soon as possible. During the day, attendance is checked regularly and headcounts are taken every 30 minutes.



Camp Staffing

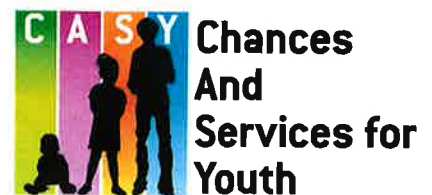
SUPERVISION - Our staff team is as diverse as our participants and they are carefully selected and well-trained. All staff have been chosen for their experience, special talents, sensitivity and creativity. They have been thoroughly screened through a complete background and criminal history check. Counselors supervise groups of 1 to 10 campers (based on age). Their attentions are thoughtfully directed to the personal needs and development of each individual child. Most importantly, our staff are people who love children!

The Camp RAVE Director and Assistant Director provide the primary leadership for CASY Camp RAVE summer programs. They are available to answer parent questions and assist with any personal needs that you or your child may have.

STAFF TRAINING - All staff receive many hours of intense CASY Camp RAVE training that cover the CASY and Camp RAVE policies and procedures, including how important it is to apply sunscreen throughout the day, how to do headcounts, how a safe drop-off and pick-up operates and so much more.

In addition to learning all the policies and procedures, they learn techniques of how to interact with children, including how to use positive discipline. They learn songs, games and arts & crafts projects. Staff is also trained in CPR, First Aid, Child Abuse Detection and Prevention and COVID health and safety procedures.

At the end of our training, they are ready to use their new skills and knowledge with children.



Be Prepared

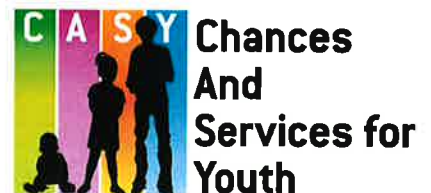
WHAT TO WEAR - Fun at Camp RAVE at CASY means kids are having fun and playing hard and getting dirty! Please send your child in old clothes and shoes that are ok to get a little messy. Closed-toe shoes and socks are a must as we will be running and playing games throughout the day. Please bring a plastic bag each day (for wet items).

WHAT TO BRING - Please bring a clean, refillable water bottle to camp every day. It is recommended to send your child with a backpack to keep all their belongings together. We will use the splash pad at CASY daily, so send a swimsuit every day. On hot days, water games will be played, so campers should pack a swimsuit even on the days when they are not scheduled to swim. Please send your child a pair of flip-flops to leave at camp for playing in the Splash Pad at CASY and Swimming at the Y. Please bring an extra change of clothing to leave in your child's cubby at CASY. **Please make sure to label belongings.**

We will provide towels that will be washed every day at CASY. We will provide Camp RAVE t-shirts that campers will wear on field trips. The t-shirts will be left at CASY and washed to be worn again on the next field trip.

WHAT TO LEAVE AT HOME - We want to provide all entertainment for your child this summer! Please leave personal toys or games at home. Camp RAVE is not responsible for lost or stolen belongings. Please leave the following items at home: new and/or expensive clothing; toys and games from home; fidgets or other sensory items; video games, electronics, & cell phones; expensive jewelry/watches/money unless requested by Camp RAVE.

In addition, the following items are not allowed at the Camp RAVE at CASY: alcohol or drugs, personal sports equipment (unless required by a program), animals or weapons.



Behavior Management

At Camp RAVE at CASY, our top priority is to provide a safe and enriching experience for all children. To help ensure that all children succeed in a safe and nurturing environment, we implement our Behavior Management Plan.

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits and creating an environment that encourages self-discipline, problem-solving, and conflict resolution. We see the opportunity to teach values of getting along with others, solving problems in a positive way, and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. When children are at Camp RAVE, they have the resource of the staff to help them solve conflicts. We ask that you encourage your child to go to staff when conflict arises. In case of physical aggression, staff may gently remove children for the safety of those involved but no form of physical punishment is ever used. Staff may consult with the parents about problems that are occurring in the program and encourage the parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

Behavior Management

Camp RAVE Program Expectations

- Speak for yourself
- Listen to others
- Use put-ups; not put-downs
- Care for others, the property, and yourself
- Be honest
- Show respect for all
- Be responsible for yourself
- Do unto others as you would have them do unto you

Behavior Management Strategies

- Setting an appropriate environment and having a well-planned program.
- Respecting all children
- Establishing clear rules and enforcing rules with consistency.
- Modeling good choices.
- Using positive language to explain desired behavior
- Speaking calmly while bending down to a child's eye level
- Giving clear choices and redirecting behavior by giving choices.
- Encouraging group consensus on problem-solving.
- Discussing problems to discover causes, and guiding the group of children towards resolution.
- Assigning special tasks and responsibilities that will help to build children's self-esteem
- Reflecting children's successes and accomplishments.
- Discipline or threat of discipline will not be associated with food, rest or restroom procedures
- The use of physical punishment is never permitted

Behavior Management

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each participant to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity, and parent consultation, will be used in situations where conflicts continue. If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences; however, if you find yourself uncomfortable with our methods, and we haven't been able to work out a compromise you may need to consider other arrangements for your child.

Camp RAVE categorizes misbehavior into two general types:

- Behavior issues that are minor but disruptive and inappropriate. This includes, but is not limited to profanity, uncooperative behavior, not following staff directions, or being untruthful. Children who engage in such behavior will be guided by our behavior management plan. Escalating disruptive behavior will result in written documentation and logical consequences that may result in a meeting with the Program Director. Parents may be contacted to discuss behavior or special circumstances.
- Unacceptable behavior includes but is not limited to: damage or theft of property, the child does not stay within the boundaries of the program (runs away or leaves program/elopement), assault, inappropriate touching of another individual, verbal abuse, use of racial slurs, possessing weapons, the threat of violence and/or repeated level 1 behaviors. Such behavior will be documented, dealt with immediately, and may result in dismissal from the program. No refunds will be issued.

THREATS OF VIOLENCE - All threats of violence towards another child(ren) or staff and the threat of bringing a weapon to the program will be taken very seriously and will result in immediate suspension. Decisions regarding a child's ability to return to our program after a threat will be made on a case-by-case basis with input from parents, and staff.

Behavior Management

PROPERTY AND EQUIPMENT DAMAGE - Parents may be held financially responsible for intentional damage to equipment and facilities caused by their child.

PROCESS AND CONSEQUENCES - If disruptive behaviors are demonstrated by a child, Camp RAVE staff will take the below steps. Depending on the severity of the behavior, Camp RAVE at CASY reserves the right to utilize these interventions in any order:

- Verbal warning
- Re-direction to another activity
- Think Sheet or reflection letter
- Time away from camp activities under adult supervision
- Parent notification at pick-up
- Parent phone notification
- Parent meeting
- Notice of suspension without refund
- Immediate parent pick up
- Conference with Director/Administrators/Parent Student
- Removal from the program

Camp RAVE at CASY requires adults of enrolled children to behave in a manner consistent with values of caring, honesty, respect, and responsibility. Camp RAVE at CASY's goal is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the staff but the responsibility of each and every adult who enters the program. Adults are required to behave in a manner that fosters this ideal environment. Adults who violate the code of conduct may be asked not to return to the program. Participants can be removed from the program based on the inappropriate behavior of a parent or guardian.

Behavior Management

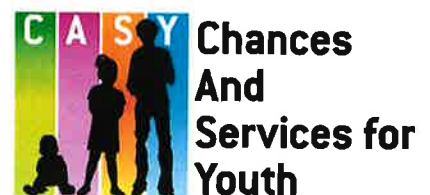
SWEARING AND CURSING- No adult is permitted to curse or use another inappropriate language in a CASY program, whether in the presence of children or not. This includes phone conversations and email exchanges with staff. Such language is considered offensive and will not be tolerated.

THREATS - Threats of any kind towards staff, children, or other adults will not be tolerated.

CONFRONTATIONAL INTERACTIONS - While it is understood that parents may not always agree with the staff or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

ADDRESSING PROGRAM PARTICIPANTS - Adults are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No adult may physically or verbally punish another adult's child. If an adult should witness another adult's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the adult to direct their concern to the staff. Parents are not permitted to spank or slap their own children while at the program site. It is inappropriate for one adult to seek out another adult to discuss their child's inappropriate behavior. All behavior concerns should be brought to the staff's attention. The staff will address the issue with the other adult. Although you may be curious about the outcome of such a discussion, the staff is strictly prohibited from discussing anything about another child with you.

VIOLATIONS OF SAFETY POLICY- Adults are required to follow all safety policies at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the children and staff.



Behavior Management

CURRENT BALANCE - The remaining balance for each week is due by the close of business Friday prior to the start of the next week. You may pay thorough your iClass Pro account or by check.

LATE PICK-UP FEE - Children must be picked up no later than 5:30 pm. At 5:31 pm, parents/guardians will be contacted and a charge of \$15 will be incurred.

FINANCIAL ASSISTANCE - Limited scholarships for those in financial need are available. Please call (812) 231-8920 for more information.

Questions? Contact us!

Email:

smullenix@casyonline.org

Phone: (812) 231-8920

