

little STARS playschool

Parent Handbook Summer 2024

Patricia Booth Coote
Director of Education

Audrey Kirkpatrick
Executive Director of Youth Programming

Email: YouthPrograms@thenzone.com

nZone Tax ID Number: 45-2971114

nZone Welcomes You!

Welcome to nMotion Camp at nZone! The nZone is your community hub: Driven by FAITH; connecting people through FITNESS, FAMILY, and FUN!

The nZone is committed to providing safe, fun opportunities to develop your mind, body, and spirit. Students can partake in a variety of educational experiences that help them reach their fullest potential and parents get time to focus on their to-do-list and their own fitness. All this and more in a family-friendly environment where they will continue to cultivate character traits beneficial to a competitive spirit and the community at large.

We anticipate a great Summer Camp program filled with learning, fun and games, and growth for our campers. We are thrilled to partner with your family to provide a fun filled summer for your campers!

Values

Safety: We guarantee the safety of children by ensuring a safe place for them to play

Fun: We value relationships and the opportunity to make others laugh through sharing our lives with them

Excellence: We strive to provide the best customer service possible

Within this handbook you will find everything you need to prepare for the upcoming summer including necessary forms and documents. Should you have any questions, concerns or comments, please contact us at YouthPrograms@thenzone.com.



New Life Christian Church

The nZone is a non-profit ministry of New Life Christian Church. Our mission is to help people discover God and experience the love of Christ daily.



What Does *Little Stars* Look Like?

Program Overview

Every morning, campers are checked-in before they head to their playroom to meet their leaders and the other campers. While they wait for everyone to arrive, they can take part in a morning activity or play in one of our engaging centers.



Once everyone has arrived, we join for a morning meeting where we sing a welcome song, go over the rules and **behavior expectations** for camp, and introduce the day's theme. . Our days consist of a variety of short activities including art, science, sensory play, music & movement, story time, and more. Our potty-trained Little Stars have access to a child-sized restroom in the classroom that they can access whenever they need. Additionally bathroom breaks are encouraged for everyone before going outside, as well as after snack and lunch. Snacks are provided by the program and often related to the theme or interactive. Though much of our day is inside, we schedule plenty of outdoor time for sunshine and fresh air!

Session Dates & Themes

Session 1 -Summer Fun!: June 17th-June 28

Session 2 - At the Circus!: July 1, 2, 3,5 -July 12
(camp closed on July 4th)

Session 3 -Take the Stage! July 15-26

Session 4 -Playful Pets! July 29-August 9

Session 5 - Around the World! August 12-21

General Camp Information:

Hours:

Full Day: 9AM-1PM

Half Day: 9AM - 4PM

Check-In Begins: 8:45AM

Ages: 2-5 yrs

Extended Care: (Additional costs)

Before care available starting at 8am (requires advanced registration)

Food/Snacks:

Snacks are provided daily by Little Stars

- Morning (9:50 am)
- Afternoon (2:30pm)

Lunch (12:15pm) is ***Parent Provided*** (either packed or from our in-house cafe)

How many leaders will be in each playroom?

Each playroom will have a minimum of two leaders at all times. The leaders coordinate games and activities and oversee snacks and lunchtime to ensure campers' safety. Our leaders keep campers engaged through enthusiasm & direct interaction and encourage participation in all activities.

Will my child nap during aftercare?

While nap time is optional and up to parent discretion, all full-day campers lay down for a 30-minute quiet time. **Non-nappers** will grab comfy pillows and lay down for an educational PBS show in the Rising Stars room. **Nappers** (recommended for all rising stars) will lay down on nap mats in the Rising Stars room with soothing music and a night sky display. Nappers are allowed to remain asleep for up to 2 hours.

***If your Little Star will be napping, please send a fitted crib sheet, a light blanket, and a stuffie/lovey (optional).*

Potty Training & Diapers

Little Stars does not require our campers to be potty trained. Please note the level of assistance needed on their information sheet. If using pull-ups/diapers please include 3-5 diapers/pull-ups and a pack of wipes in your child's bag daily.

What Should I Expect?

Arrival and Departure Security Protocol

nZone Arrival

Parents are expected to sign in and sign-out their children at drop-off and pick-up.

Once a child is signed in, they receive a **blue** wristband with their name written on it. Children with allergies will receive a **red** wristband with their name and their allergies written on it. Parents are given the bottom tag of the wristband where one will find corresponding numbers for pick up. *We suggest taking a photo of your pick-up tag immediately for ease of pick-up.* Late arrivals must also follow these procedures before joining activities.

Parent Pick Up

Responsible student release to a parent includes:

Confirming the wristband tag of the adult picking up matches the wristband of the child (A photo of the tag qualifies as verification for pick-up purposes). If the adult does NOT have the wristband number, the supervisor or director will pull up the child's account. If the person picking up has an ID that matches the primary parent/guardian on file or is noted as an additional authorized guardian, they are approved for pick-up. If the person picking up is NOT the primary parent/guardian or an authorized guardian as noted on the account, the Supervisor or Director will call the primary parent/guardian and confirm that the on-site adult has permission to check out their child.

You may update your "Authorized Guardian" list at our front desk.

Late Pick-Ups

Parents are expected to pick up their children no later than 4 pm. Persons picking up their child after the designated pick-up time will automatically be assessed a \$15 late pick-up fee.

What about Absences?

Please call The nZone by 9AM if your child will not attend the program for any reason, especially due to illness. Daily attendance is taken, and we do need to know if your child will be absent.

No refunds are given for absenteeism.



Separation Anxiety:

...What if my child is having trouble saying goodbye?



It is 100% normal, for both students and parents to have some anxiety about parting ways for camp, especially for our Little Stars who have never been in school or daycare before.

Here are some tips and tricks to help drop-off go smoothly!

★ PRACTICE

- Practice your morning routine on a non-camp day. You can even drive by and wave “Hi” to the nZone!
- Look at pictures on our website or even schedule a tour.

★ PREPARE

- Pick out a favorite outfit the night before.
- Have your Little Star help pack their lunch to build excitement.

★ BE POSITIVE

- Our little ones feed off of our emotions so stay calm and take deep breaths.
- Be careful not to let them hear you say things like “He’s going to cry all day” or “I know she’s really nervous.” Instead, try modeling conversations such as, “It’s ok to be nervous when you try something new, but you are going to have so much fun!”
- Remind them that the separation is only temporary. “I can’t wait to hear about all the fun things you did at camp when you get home”

★ SAY GOODBYE CONFIDENTLY

- Make sure to say goodbye. A wave, hug, kiss on the head, etc. to signal it’s time to go and then “See you soon” or “See you after camp” to remind them you are coming back
- Whatever you do, walk away confidently, do not turn around or come back to check on them, because they will sense your unease and in turn feel uneasy too.
- We will let you know if we need your help.

★ SEND A PIECE OF HOME

- A picture of your family or an I love you note that they can keep in their pocket is a great way to bring them comfort and calm their nerves.

(NOTE: We DO NOT allow toys from home at school)

What if my Child is Sick?

... becomes sick or needs prescribed medications

- Parents must complete, sign, and submit a current Medication form for the safety and health of their child. Health information is confidential and only for use by nZone staff.
- We inform parents of health-related situations, including but not limited to an injury to the head, face, neck, or back (or anything else that is at all serious) requires a call to the parent.
- Should a child need hospital transport and the parents have not arrived at the facility, our Director accompanies the child.
- Our team does not respond to medical questions from parents or others. Instead, we encourage parents to seek proper medical examination by a professional.

What about Emergencies?

Our plan Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Director must follow these procedures:

- Call 911.
- Notify the parent(s) or the emergency contact
- Isolate the scene to prevent further injury.
- The Director will accompany the child to the hospital and stay until the parent arrives
- Prepare a written report immediately.



Behavioral Expectations?

Treat others as you would like to be treated. We encourage the golden rule at nZone. Our campers are expected to follow our **five** classroom rules to ensure a safe and enjoyable experience for everyone. These rules are reviewed daily during our Morning Meeting.

We use the same terminology throughout the day when we correct or redirect inappropriate behavior, so that it is easy for our Little Stars to connect their actions with the rules. For example, if a child is running, we would say, “Be Safe, use your walking feet”.

Little Stars Playroom Rules

- ★ **Use Kind Words** - speak respectfully to your leaders and the other campers
- ★ **Use Listening Ears** - pay attention when your teachers and other campers are talking to you
- ★ **Use Gentle Hands** -take care of fellow campers and our toys. Keep your hands to yourself.
- ★ **Be Safe**- use walking feet indoors, stay together in your group, use toys and furniture appropriately
- ★ **Have Fun**

How is Behavior Managed?

Behavior that is disruptive, unsafe, or unacceptable to staff, will be handled with the following measures

- Correct or Redirect the behavior using the key words from class rules
- If the inappropriate behavior continues, we follow standard behavior management techniques using Conscious Discipline.
- When redirecting behavior, verbal or physical abuse is NEVER tolerated.
- The Director or Supervisor immediately begins written documentation behavior and incidents.
- If the Director deems the behavior sufficiently disruptive, she will contact the parent/guardian.
 - Repeated behavior concerns may result in being sent home from the program.



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What about Security and Safety?

The security and safety of your child is our chief concern. The following safety standards and practices are paramount in maintaining a safe environment and program. nZone Managers are First Aid/ CPR Certified.

- We teach campers to identify uniformed Team Members so they know who to go to when they need assistance.
- We are aware of the skills and general physical conditions of campers at all times during their participation in an activity.
- We know which campers have allergies and have provided an epi-pen. We stay alert to changes in behavior and other indications of allergic reaction and know where the epi-pens are located and how to use them.
- We know which campers have special needs and remain vigilant of any behavior changes.
- We are aware of the dangers of over-exposure to the sun. We recommend parents apply sunscreen/bug spray before arrival daily, and provide a waiver for a Team Member to apply these to their child if needed.
- We use safety consciousness when setting up and conducting activities, constantly staying alert to potential hazards related to the facility and equipment. Before conducting an activity, we explain the rules and proper procedures for using the equipment. We stop the activity if campers are not complying with the rules, making the activity unsafe.
- We ensure campers use the equipment only as intended.
- Campers should never be without a Leader or Supervisor. Any time a student needs to leave their group's area they must have supervision.
- Leaders do not lock or completely close the restroom door when assisting campers and always change diapers in plain sight of a second leader.
- Unauthorized person(s) (including parents) are not permitted in areas with campers during program hours and will be asked to leave.
 - Visitors are not allowed due to our current safety protocols.
When parents/guardians wish to visit, they must first check in with the Director.

What's the Cancellation Policy?

- nZone refunds 80% on all unused weeks with a minimum of 1 week's notice when a family's enrollment plan changes independent of nZone program operations.
- nZone refunds 90% on all unused weeks should county or state mandates require business closures. This does not pertain to inclement weather closures.
- nZone refunds 100% should we close or cancel the program; *this does not include a family's choice to discontinue enrollment.*
- No refunds within 7 days of the registration date.

What if my Schedule Changes?

With one week's notice, nZone will transfer your child's registration to another session of your choosing for a \$25 transfer fee.

REFUNDS/TRANSFERS

There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least seven (7) days prior to the camp registration date for which the refund/transfer is being requested and therefore subjected to our cancellation/transfer policy (Please review "Cancellation Policy"). If a medical emergency occurs during camp, a doctor's written verification will be needed within 24 hours for a pro-rated refund.

Promotional Photos/Videos

Children enrolled in The nZone's Youth Programs camps or activities may be photographed or videotaped during camp by nZone staff, contract partners, or the public media for The nZone promotional purposes. No names or personal information will be released.

Reporting Child Abuse & Neglect

Under the Code of Virginia ([§ 63.2-1509](#)), staff is required to report any suspected abuse, neglect, or exploitation of a child immediately to New Life Ministry, the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the Department's toll-free child abuse and neglect hotline.

Valid Credit Card

A valid credit card must be kept on file under your nZone account for the duration of camp.



CHECKLISTS

What Should My Child Wear/ Bring?

Campers should arrive in comfortable shoes and appropriate clothing for physical activity as part of their daily routine. As a safety measure, dangling jewelry that could catch on something should not be worn during nZone programming as it could cause injury.

Little Stars does not allow toys from home as they can be a distraction or get lost/broken. Our campers have access to a wide variety of toys throughout the day. Please prepare your Little Stars to leave any toys in the car or at the house each day.

Send Your Child With:

**** ALL ITEMS SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S NAME****

- Backpack - all items should fit securely in a backpack
- Lunch
- Refillable, spill-resistant water bottle
- Comfortable shoes
- A change of clothes (shirt, pants, socks, underwear) - regardless of potty training status
- 3-5 diapers/pull-ups & a pack of wipes in a Gallon-sized Ziplock bag - clearly labeled (if needed)
- Full Day (nappers only):** a fitted crib sheet, light blanket, & stuffie or lovey (optional)
- *Bathing Suit and/or a change of clothes on Water Day (**Wednesdays**)
- Socks, if not already wearing on Moonbounce Day (**Fridays**)

Signed Forms:

- Camper Information Form
- Sick Policy
- Emergency Contact & Authorized Pick Up Form
- Sunscreen & Insect Repellent Consent
- Signed Participation waiver (online account creation)
- Signed Parent Contract

What about Lunch?

You can send your child a packed lunch or pre-purchase lunch ahead of time from our in-house cafe, Liaby Cafe (sample menu on the next page). **Please do not send food that needs to be prepared, refrigerated or heated.**



Liaby Cafe at Nzone

Camper Name: _____ Date: _____ Program: _____

Preorder lunch form - must fill out - tax not included

Meals come with 1 side of vegetables, 1 side of fruit, and one juice box

Choose Meal(s)

Choose Vegetables

Choose Fruits

- Chicken and cheese quesadilla | \$7.50
- Chicken fingers | \$7.50
- Pepperoni or
 cheese pizza | \$7.50
- Turkey or
 ham and cheese | \$7.00

- Baked fries
- Mashed potatoes
- Small salad (lettuce, cucumber, tomato)

- Grapes
- Mandarin
- Watermelon

Additional Charges

- Gatorade | \$2.00
Qty: _____
- Water | \$1.00
Qty: _____
- Chocolate milk | \$1.99
Qty: _____
- Chips | \$1.00
Qty: _____
- Granola Bar | \$1.00
Qty: _____

Credit card number: _____ Security code: _____ Zip code: _____ Expiration date: _____

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Last name: _____ First name: _____

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Phone number: _____

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Camper Information Sheet

Student Name _____ DOB: ____ / ____ / ____

Allergies and Reactions

Special Needs or Accommodations

Current Medications and Instructions

Any Other Pertinent Medical Information

Insurance Information

Insurance Company _____

Address _____

Policy Number _____

Policy Holder's Name _____

Bathroom Information:

- Diapers Pull-ups (needs assistance) Potty Trained (Circle One: needs assistance / no assistance required)

Notes: _____

_____ (initial here) I authorize the nZone childcare staff to change or assist my child in changing (if needed) during the time I am away from my child at the nZone Facility. I release nZone Care4Kids from any and all responsibility concerning this matter.

Nap Information (full-day campers only):

- Napper Non-napper

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



SICK POLICY

We encourage all of our parents to exercise caution when sending their camper to The nZone to ensure a safe and healthy environment for all of our participants.

Your child will be sent home if they are experiencing any of the following symptoms or illnesses or 2 or more symptoms related to COVID-19

<u>Symptom or Illness</u>	<u>Requirement to Return</u>
Fever of 100 degrees or higher	Camper can return once they have been fever free for 24 hours without fever reducing medications
Any combination (2 or more) of the following symptoms or positive COVID-19 test result : <ul style="list-style-type: none"> • Fever (100.3 or higher) or Chills • Cough, shortness of breath, or difficulty breathing • Fatigue or muscle & body aches • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or Vomiting • Diarrhea • *Positive COVID-19 test 	*Positive COVID-19 Test; Need: Complete a minimum 5 day quarantine, Completed "Return Attestation Form" , AND proof of negative test result to return *Negative COVID-19 Test; May return once they have been fever free and without vomiting or diarrhea for a minimum of 24 hours.
Diarrhea or Vomiting - 2 or more occurrences within 24 hours	24 hours after last incident of diarrhea or vomiting
Red, itchy eyes, or puffy eyes with discharge - pink eye	Camper may return once discharge has stopped for 24 hours or after treatment with a doctor's note
Strep Throat	48 hours after doctor's visit and antibiotic treatment begins (need note from Dr. to return)
Persistent Cough or Sore Throat	24 hours after symptoms subside
Rash	Rash has been identified by a doctor and determined not to be contagious, or is under treatment and no longer contagious (need note from Dr. to return)
Nasal discharge which is green or dark yellow in color	Nasal discharge has become clear or with a note from a medical professional stating they may return
Other Contagious Diseases including: measles, chicken pox, fifth disease, mumps, scabies, impetigo or head lice	Child has completed the contagious stage of the illness and has been fever free for 24 hours without fever reducing medication (need note from Dr. to return)
COVID-19 Exposure	People exposed to COVID-19 may continue to attend if no symptoms are present, but must wear a mask for a 5-day precautionary period. If symptoms develop, a negative COVID test will be required to return.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____



EMERGENCY CONTACT & AUTHORIZED PICK UP FORM

Please list **AT LEAST TWO** local emergency contacts (this may include yourself)** The nZone is not liable or responsible for damage or injury in the event we are unable to reach any of these additional emergency contacts.

****All emergency contacts and persons authorized to pick up your child must have an nZone account and be listed as an "Authorized Guardian" under your child's profile. This can be updated by visiting our Front Desk.**

Primary Contact: _____

Relationship (to camper): _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes YES NO

Secondary Contact: _____

Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes YES NO

Additional Contact: _____

Relationship: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Circle the best number to reach you: Home / Work / Cell

Email address (mandatory for ALL authorized Guardians): _____

This person is considered an Authorized Guardian for pick-up purposes YES NO

Parent/Guardian Signature: _____ Date: ____ / ____ / ____



SUNSCREEN & INSECT REPELLENT CONSENT

It is recommended that you apply sunscreen and insect repellent prior to arrival at Little Stars however in the event that we go outside unplanned or reapplication is necessary...

Please select one of the following options below:

- Please **DO NOT** apply **sunscreen**.
- Please apply the generic **sunscreen** that Little Stars has provided

- Please **DO NOT** apply **insect repellent**.
- Please apply the **insect repellent** that Little Stars has provided.

I hereby give permission for the nZone staff to apply sunscreen/insect repellent to my child, _____, on exposed skin, including but not limited to the face, tops of ears, nose, bare shoulders, arms, and legs before participating in outdoor activities. I understand that by doing so I release the nZone of the responsibility for any inherent risks associated with the application of, or reaction to, the products.

Parent/Guardian Signature: _____ Date: _____ / _____ / _____

PARENT CONTRACT

_____ I verify that I have received the Parent Handbook and understand the terms and conditions associated with behavioral expectations, transfer policy, and cancellation policy. *Please initial.*

_____ I am responsible for the \$25 transfer fee for all registrations moved to another date and/or program with one week's notice. *Please initial.*

_____ I am responsible for all registration and program fees within 7 days of the activity. *Please initial.*

Parent/Guardian Signature: _____ Date: _____ / _____ / _____



After Illness Return Attestation

This attestation can be completed by a parent/guardian or nZone staff member. Completion by a healthcare provider is not required.

Name of student/camper: _____

Date of Birth: _____

Camp/Program name: _____

Dates of absence: _____

If the person has any ONE of the MAJOR symptoms or any TWO of the MINOR symptoms below, they must be tested for COVID-19 with a PCR* test unless they have prior documentation of another illness from their healthcare provider.	YES	NO
MAJOR SYMPTOMS		
SHORTNESS OF BREATH OR DIFFICULTY BREATHING		
RECENT LOSS OF TASTE OR SMELL		
FEVER OR CHILLS		
COUGH		
MINOR SYMPTOMS		
FATIGUE		
RUNNY NOSE OR STUFFY NOSE		
HEADACHE		
DIARRHEA		
SORE THROAT		
MUSCLE OR BODY ACHES		
NAUSEA OR VOMITING		

*If the PCR test result is negative, the person can return to the program when they have had no fever for 24 hours without the use of fever-reducing medications and symptoms have improved. If the test result is positive, the person must follow Program isolation/quarantine instructions.

Date symptoms started: _____ Date symptoms ended: _____

Camper had COVID-19 test during absence?

I attest:

No; if no, why not: _____

Yes; Date of Test: _____ Test result: _____

I attest that the camper/student is ready to return to the program and has:

- Not had a fever (temperature higher than 100 degrees) in the last 24 hours
- Not taken any medication for fever in the last 24 hours
- Improved symptoms and is returning to usual health

Name of person attesting (parent/guardian/staff): _____

Signature: _____ Date: _____



