

New Avenues Broadmoor Summer Camp



PARENT HANDBOOK

CONTACT INFORMATION:

GRETCHEN HALLIDAY, PROGRAM DIRECTOR: (216) 701-4577 (cell)

ghalliday@newavenues.net (e-mail)

BROADMOOR SCHOOL (440) 602-1000

PROGRAM PHILOSOPHY

The Summer Program at Broadmoor School has provided families in Lake and the surrounding counties with a fun opportunity for their children for many years. In 1999, the New Avenues to Independence (formerly called P.V.A.), a non-profit organization that provides support for people with disabilities, was chosen by the Lake County Board of MR/DD to direct the program.

The purpose of the Summer Program is to provide summer recreational and educational activities for children ages 3 to 21 years old. The program is open to all children. Children with special needs benefit from staff that are trained to reinforce IEP goals when possible, maintain and improve skills, and support priority needs for each child. Physical, Occupational, and Speech Therapy services are available, and a nurse is on grounds at all times.

New Avenues believes that a well-trained staff is critical to a quality, fun summer program. Safety is our top priority. Staff are trained in Emergency Safety Procedures, Rights, Positive Behavioral Strategies, Mobility Issues, Autism and Communication Techniques. We strive to hire people that are kind, energetic, and really enjoy children. Most staff also have college or teaching experience in the field of Special Education as well, bringing expertise to the summer program.

We recognize that families need support during the summer months, and our goal is to provide a safe, fun summer day program that will meet families' needs while helping their children build independence.

DAILY ACTIVITIES:

Scheduled activities include:

Swimming (daily)

Music Therapy (up to 3x/wk)

Gym time (Daily)

Art Therapy & crafts (up to 3x/wk)

Food Fun in the Kitchen (2x/wk)

Outdoor play – (Daily)

Special Events: Carnival, Talent Show, Pony Rides, Car Wash, etc.

(See Special Events Calendar for Details)

Daily Routine:

8:30 - 8:45 Welcome; Review the day's schedule

8:45 - 9:25 Scheduled Activity

9:25 - 10:05 Scheduled Activity

10:05-10:45 Scheduled Activity

10:45-11:25 Scheduled Activity

11:25-11:55 Lunch

11:55-12:35 Scheduled Activity

12:35- 1:15 Scheduled Activity

1:15- 1:30 Prepare for going home

SWIMMING: Please send in a swim suit that is marked with your child's name inside, and can be left at camp each day.

Towels are provided and laundered at Broadmoor.

Important Daily Information

*Please send extra clothes with your child in case they need to change. All clothes should be clearly labeled with the child's name.

* If your child wears pull-ups or depends, please send enough with the child each day or drop off several extra that we will keep at camp.

* If your child is going to be absent, please contact the Program Director by 8am.

* The parents' are responsible for providing a lunch. Please make sure it is sent with your child everyday.

*A daily progress report will be sent home with your child that parents can use to communicate with staff.

SAFETY

- Children are supervised at all times. No child is ever left unattended.
- Emergency procedures are posted in each area, and staff are trained in responding to fire, severe weather, and missing child procedures.
- All outside doors are kept closed and locked while the children are in the building to ensure security. All locked doors can be easily pushed open from the inside, for safety purposes.
- A nurse as well as first aid supplies are available on grounds at all times. If a very serious or life-threatening injury occurs, 911 will be called for immediate care. Parents will be contacted immediately.
- The Program Director and staff will evaluate all incidents to prevent recurrence.
- **WATER SAFETY:** A minimum of three adult staff will ensure water safety whenever children are in the water. Pool staff will include a certified Lifeguard (outside of the water), and a Water Safety Instructor as well as a Pool Aide (in the water). Floatation devices are available for every child.

HEALTH

- **Please do not send your child to camp with following signs of contagious illness:**
 - 1. Temperature above 100**
 - 2. Vomiting / Diarrhea**
 - 3. Draining, itchy eyes**
 - 4. Rash**
 - 5. Difficulty breathing / cough / sore throat**
 - 6. Signs of infectious/contagious illness**

NOTE: If a child has any of the above symptoms while attending camp, parents will be called to take their child home.

- Medication will only be administered if the physician and/or the parent fill out the required authorization form.
- **All prescription medications must be in a pharmacy-labeled container with the current dose, time, & route.**
- Children are NOT permitted to transport medications. Medications must be delivered directly to the nurse by a parent/caregiver.

MEALS & SNACKS

- Lunches are to be sent each day. **Please notify us of any food allergies** or sensitivities your child may have, as we will be doing snack projects in the kitchen. A drink (Kool-Aid) and snack (like chips) will be served each day, if your child needs a special drink or snack, please send daily.
- If your child has any swallowing difficulties or a history of choking, please inform the staff so that we may comply with any special preparations or consistencies

DISCIPLINE

- All children will be treated with respect and kindness. Discipline is achieved through guidance, redirection, and positive reinforcement. No cruel, harsh, or unusual punishments will be given, nor will verbal humiliation or profane language be used.
- If a child has a Behavior Support Plan, a copy needs to be provided to us for consistency of care. We will make every attempt to follow any existing guidelines. We recognize that the transition to a different setting (school to camp) can be stressful for some children, often causing temporary acting-out behaviors or possibly withdrawal. We believe that following consistent routines and setting clear limits will help your child adjust to camp.
- Behavior that is out of control and poses a risk to the child's safety or other's safety will warrant a quick response by our staff. Allowing the child to talk or giving him space to "cool off" will be attempted if possible; physical restraint will only be used as a last resort to prevent injury or to escort a child to a safe area. Staff are trained in Nonviolent Crisis Intervention, which provides nonverbal, verbal, and physical intervention skills to allow the staff to maintain the best possible care, welfare, safety, and security for all involved. Parents will be notified if a child does not regain self-control within 30 minutes, and may be asked to pick up their child.
- Repeated episodes of behavior that is out of control will need to be addressed by parents, along with any family supports (case management, physician, and counselor). Based on the severity of the issue, for the sake of the welfare and safety of the child and /or others, we reserve the right to dis-enroll.

TRANSPORTATION

- **DROP-OFF & PICK-UP: A staff member will accompany your child to and from your car. NEVER ALLOW YOUR CHILD TO BE UNATTENDED IN THE PARKING LOT, EVEN FOR A FEW SECONDS.** Traffic can be hectic, so we will unload the first 3 cars, ask drivers to move up to the beginning of the line, unload the next 3 cars, etc.
- **Staff do not arrive before 8 a.m. and need to prepare for the day's activities, so please do not drop off your child before 8:25 a.m.** If you need to make special arrangements due to a work conflict, please contact the Program Director.
- Children who ride the Laketran system must be ready for home pickup by 7:30 a.m. Please notify us if your child will be using Laketran, so we can plan accordingly.
- **Car Riders: If a different relative or caregiver is picking your child up, we must have prior notification or we will not release your child.** The person must also have some type of ID to verify their identity. We hope parents understand and appreciate this security measure.
- All Buses, multi-passenger vans, and campers who are non ambulatory should be dropped off and picked up at the back entrance of the school. Staff will be there to meet the children in the morning. This allows for more time to safely enter and exit the vehicles.

Any questions or concerns should be brought to the attention of the Program Director.