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VK KOUNTRY KLUB PARENT HANDBOOK



Welcome to the Kountry Klub!

- A Weekday Program for Children ages 4 – 15 Years Whose Parents Must Work During the COVID-19 Crisis
- Keeps School-Age Children on a Structured Schedule as They Move from Activity to Activity
- Growth and Development Through Child-Directed and Child-Initiated Play, Discovery and Exploration
- Caring, Qualified, and Experienced Adults Watch Over and Gently Guide Children's Experiences... Setting Safe Boundaries Rather Than Expectations
- Wide Variety of Activities and Opportunities to Satisfy Most Every Child's Interests
- A Chance to Decompress and Take a Break From All the Stress of These Uncertain and Challenging Times
- Where a Kid Can Be a Kid! ... and Parent's Don't Need to Worry!
- Flexibility for Parents: Take it One Day at a Time (Full Day or ½ Day—Mornings Only)
- Vanderkamp's Multiple-Child Discounts Always Apply to Every Child in the Family
- *Healthcare Workers and First Responders Receive Priority Registration and Additional Savings as a **THANK YOU** for Their Service... Now and Always... but Especially During This COVID-19 Crisis.*



While we were not planning on rolling out this program until later this year, the current COVID-19 crisis threw us all for a loop. As part of our Vanderkamp Kares community initiatives, the VK Kountry Klub provides parents who must work (e.g., healthcare workers, first responders, other essential workers, or those who for financial reasons simply have no other options) with a safe place to send their children while they are away helping others... a place where caring adults watch over and gently guide children, ages 4-15 years, to explore new things, pursue their interests, and continue to grow and develop as the unique individuals they are!

Many parents and grandparents reflect on their own childhoods as periods of growth, learning, and character development playing in their neighborhoods, exploring and discovering the natural world, others, and themselves. They spent time playing or hanging out in mixed age and mixed gender groups where one's own or a friend's siblings were accepted and included. Many parents wish their children could enjoy the same freedom, autonomy, self-determination, and sense of independence they experienced. We're here to tell you that they can!

While not in the unsupervised way of past generations, children will have the freedom and mobility to venture and explore wherever their interests lead them. Where adults serve as boundaries and resources rather than dictating, directing, and placing performance expectations on the children as happens all too often with sports and other extra-curricular activities. The VK Kountry Klub is a great place to just be a kid, take a break from expectations (of others or themselves), growing and learning through child-initiated and child-directed exploration and connection with nature, socializing with others, discovering new interests or enjoying comfortable favorites. This is not a distance learning, school substitution program. Our apologies for not helping the children with their schoolwork but to comply with New York State childcare regulations, we could only focus on a single program area and we chose to let parents and teachers familiar with the child's studies continue their schooling. Not permitting children to bring laptops from home strengthens our COVID-19 procedures--further limiting the likelihood of exposure or transmission of the virus. Our experience and expertise lie in the field of recreation including experiential, outdoor, and environmental education. Therefore, we felt we should focus on providing a quality recreational, experiential program that focuses on fun; enjoyment; acceptance; respect for nature, others and ourselves, physical activity and creativity. Research has shown the benefits of such enriching experiences, especially in natural settings, to increase problem-solving ability; improve socialization skills including negotiation, empathy, and acceptance of others different from ourselves; boost self-esteem; foster resilience; and decrease anxiety and depression—something we could all use a little more of right now. So once again...

Welcome to the Kountry Klub!

A handwritten signature in cursive script, appearing to read 'Bill & Penny'.

Bill R. James, MS
Penny A. James, PhD
Executive Directors

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VK KOUNTRY KLUB
COVID-19 POLICIES AND PROCEDURES

The health, safety, and wellbeing of the children in our program, our staff and volunteers, and all our family members and loved ones is of the utmost importance to us. Vanderkamp operates during the summer as a children's camp permitted by the Oswego County Department of Health. Working to limit the spread or reduce the likelihood of a child in our care contracting a communicable disease is nothing new to us. In light of the current COVID-19 pandemic, we have developed the following policies and procedures to protect everyone during this crisis:

Daily Precautions

- Every child will receive a daily health screening for exposure, signs, or symptoms of any contagious disease at check in. Questions will be asked specifically about the child's or a household family member's exposure, signs and symptoms, and testing relating to COVID-19. The child's temperature will be taken and recorded. Screeners will use appropriate PPE as a precaution against infection.
 - If a child has themselves or has been directly exposed to someone who has tested positive for COVID-19, is self-quarantined for suspicion of COVID-19, or exhibits signs and symptoms of COVID-19, they will not be permitted to remain for the program. Nor will they or their parent be allowed beyond the lobby. Any items the child may have left will be gathered by a staff member or volunteer and brought out to the parent.
 - If a child develops symptoms during the day, they will be isolated from the other children, their temperature taken, and parents called to pick up the child. The child will not be allowed back into the program without a note from their physician stating that they are free of any communicable disease and that their former condition is no longer contagious.
- Staff and volunteers will observe and assist children (as needed) during frequent hand washing throughout the day. Everyone will wash their hands with warm water and soap for a minimum of 20 seconds.
- Staff and volunteers will discourage children from touching their faces and give them gentle reminders.
- We will not be shaking hands; high fiving; pinky swearing; hugging; touching, clinging, or sitting on another person; or getting near someone's face. Every game and activity will be evaluated and adapted to avoid put us in close proximity as much as possible. Activities or games that put people in close proximity that cannot be adapted will not be used.
- Per the Oswego Child Care and Development Council, the "six feet of separation rule" does not apply to childcare settings but we will do our best to spread out at every opportunity and minimize physical contact. Dining hall seating will be reduced to 4 people per table rather than our usual 8. We will space children at least 6 feet apart during activities like arts and crafts.
- To minimize the number of people a child is exposed to during the program, we will keep children separated into small groups (<10). Children will be placed with the same small group all week. To the extent possible, each child will be placed in the same small group each day they attend to minimize or avoid mixing them with children from other groups. This will help reduce potential exposures.
- We will spend as much time outdoors in the fresh air as possible. On warm days we will ventilate buildings by opening windows.
- Kitchen staff will plate food in the kitchen rather than eating family style as we normally do.

VK KOUNTRY KLUB
COVID-19 POLICIES AND PROCEDURES CONTINUED

Daily Precautions Continued

- Surfaces the children come into contact with regularly will be wiped down with a bleach solution or wipes between use (e.g., door handles, Dining Hall tables used for an afternoon activity, restroom counters). All other surfaces will be cleaned daily (e.g., activity equipment, mopping floors, and so on). Research has not been conducted to determine how long the COVID-19 virus lives on fabric. From what we understand, rough surfaces like fabric are less of a concern than hard surfaces of plastic, metal, or wood.

General Policies and Procedures

- We are not accepting infants and toddlers as research shows the virus can be sluffed off in fecal matter and could potentially be spread in an environment where staff are changing diapers.
- All children participating in the VK Kountry Klub program must be pre-registered. Dropping off a child not registered to participate on any given day is not permitted. They must be registered to attend that day. This is essential to the successful implementation of the remainder of our COVID-19 policies and procedures. No exceptions will be made.
- All parents will complete a health information form for each registered child. The form will include questions pertaining to COVID-19 exposure, signs or symptoms, and testing for the child and other members of the household.
- Children are not permitted to bring laptops, phones, electronic games, or other toys from home as they could be contaminated with germs or a virus... including COVID-19.
- We believe the greatest concern for potentially spreading COVID-19 lies with the parents who are working out in the world. Therefore, parents will not be permitted beyond the lobby where children will be checked-in and out each day. (Parents are welcome to meet with us and tour the facility when the VK Kountry Klub is not in session before enrolling their child.)
If a parent or other household member tests positive or is instructed to self-quarantine for potential COVID-19 exposure while their child is attending the VK Kountry Klub program, their child(ren) must be picked up and taken home as soon as possible. We will isolate the child until they are picked up. Parents should NOT enter the Commons building. The child(ren) and their belongings will be brought out to the parent's vehicle along with the sign-out sheet. Child(ren) will not be readmitted to the program until cleared by a physician. Parents of all children attending the program within the past 5 days will be notified (the time virus is believed to be contagious before the presentation of symptoms).
- If a parent, household member, or child tests positive or is instructed to self-quarantine for potential COVID-19 exposure within 14 days after the child's last day of attending the VK Kountry Klub program, notify Vanderkamp as soon as possible. Parents of children in the program at that time will be notified.
- If a child, staff member, or volunteer currently involved with the VK Kountry Klub program tests positive or is instructed to self-quarantine for potential COVID-19 exposure, we will notify all parents immediately and close for a period of 24 hours (the time the virus is believed to remain viable in the air). The facility and all program equipment recently used (3 days) shall be thoroughly cleaned and disinfected.
- We will close the program for at least two weeks if we learn more than one child, staff member, or volunteer tests positive for COVID-19.
- These policies and procedures will continually be re-evaluated and updated as more information becomes available.

Inclusion

While for economy of use, we use the term “parents” throughout this handbook, we recognize that families today take many forms and intend an expanded and more inclusive interpretation of the term to refer to any parent or legal guardian enrolling their child in the VK Kountry Klub program.

Vanderkamp is open to people of all walks of life regardless of age, race, gender, or socio-economic status.

Vanderkamp fully embraces the Americans with Disabilities Act and would like all children with special needs to feel welcome in all our programs. To the extent it is reasonably possible, and within the limitation of not-for-profits provided in the ADA, Vanderkamp will provide services to children with disabilities, or any child with special needs, in the same manner as services are provided for other children of comparable age. We do not provide one-on-one care, except on an intermittent basis, such as for injuries, immediate behavior management issues and certain personal care needs customarily provided to all children.

If a child requires one-on-one assistance, it is the responsibility of the parents to provide an aide at their expense. If a Vanderkamp executive director determines that any child requires individual one-on-one attention, we will immediately discuss this issue with the child’s parents. Parents shall be reminded of the above policy. Together, Vanderkamp and the child’s parents shall attempt to work out a solution. If a solution is not achieved, the child will be dismissed from the VK Kountry Klub program.

About This Program

The VK Kountry Klub is a mission driven program centered on making a difference in the lives of the youth we serve. It is all about healthy youth development. The Kountry Klub provides a fun, engaging, and uplifting experience that fosters youth’s physical, behavioral, social, cognitive, and emotional development.

At the VK Kountry Klub, you can expect your child to receive:

- Quality care, attention, and compassion
- Encouragement and support to develop their unique interests and potential
- Healthy meals and snacks (Breakfast, Lunch & Afternoon Snacks included)
- Behavior management methods that are constructive and fair
- An abundance of fresh air and active play... indoors and out
- Many opportunities to choose between activities and construct their own experiences (That is, child-initiated and child-directed play—within the bounds of safety, resources, and reason, of course.)

Daily Activities

Our day is designed with individual and small group activities, as well as free play time. Each day staff and volunteers observe and interact with the children attempting to maintain an environment that is stimulating and meets the needs of each child. Ultimately, in keeping with the purpose and mission of the VK Kountry Klub we strive to foster children’s healthy development. Some of our daily activities include:

- Nature play and exploration
- Free choice activities
- Stories and skits
- Table Tennis/Pool/Foosball
- Unstructured (child initiated & directed) play
- Whacky games
- Arts & crafts
- Sports
- Drama
- Peer socialization
- Table/board games
- Visiting the farm

Daily Hours of Operation (Monday – Friday)

Drop-Off is between 6:30 and 8:30 am for both half and full day participation. Breakfast is served at 8:00 am. Lunch is served at noon. Full day pick up is no later than 6:00 pm. Half day pick up is no later than noon. (Late fees, policies, and procedures apply.)

Registration Procedures

- 1) Parents must complete and return a registration form and child health information form before the child(ren) may begin the program. There is no registration fee or deposit required.
- 2) Payment is required before the child(ren) can participate in the VK Kountry Klub program. Parents may pay by cash, credit card, or check. Payment at check-in is acceptable. However, parents must let us know (sooner is better than later but absolutely no later than 6 pm the night before) that their child(ren) will be attending the next day's program.
- 3) Pre-payments are accepted. In the event of illness or unforeseen circumstances, registration fees for all non-attended days will be refunded—provided you let us know. Refunds will not be issued for child(ren) not showing up for pre-paid program days unless we are notified no later than 6 pm the night before. To provide parents with maximum flexibility, we chose not to charge a lower weekly rate. It's all the same price.
- 4) All returned checks will be charged a return fee of \$25 per check plus Vanderkamp's bank fees. After the second returned check, a cash or credit card payment will be required for rest of the child(ren)'s participation in the VK Kountry Klub program.
- 5) Vanderkamp reserves the right to make changes in its program and program fees. Parents will receive notification by email or in writing at least one week prior to implementation of the change.
- 6) Given current circumstances and the abrupt closing of Oswego County Schools, Vanderkamp is committed to running the VK Kountry Klub program whether we have one child registered or 20.
- 7) Daily VK Kountry Klub registration fees per child are:

# Children per Family	Healthcare Workers and First Responders		General Public	
	½ Day	Full Day	½ Day	Full Day
1 Child	\$17.00	\$34.00	\$21.00	\$42.00
2 or More Children	\$17.00	\$34.00	\$19.00	\$38.00

- 1/2 Day = Child is picked up before lunch at noon.
- Vanderkamp 10% Multiple Child Discounts apply only to children residing in the same household and always apply to ALL children within the household.
- Healthcare Workers and First Responders always receive a 20% discount on every child within their household.

Financial Assistance

Due to the immediacy of the COVID-19 pandemic and unplanned early release of the VK Kountry Klub program. We have not had an opportunity to fundraise. If funds do become available, we will let you know!

Tax Information

Please use the following information for the filing of childcare tax credit/deductions:

Vanderkamp Center
337 Martin Road
Cleveland, NY 13042

Tax ID number is: 16-0990313

Statements with the amount paid for your child(ren)'s participation in the VK Kountry Klub program will be prepared upon written request. Please allow up to one week for statements to be prepared.

Drop-off & Pick-up Procedures

Parents must accompany their child into the lobby of the Commons building each day for check in between 6:30 and 8:30 am. Plan some extra time as we must complete a health screening and verify payment before the child is left to participate in the VK Kountry Klub program. Parents will not be permitted beyond the lobby to reduce possible exposure to other children, staff, and volunteers. Vanderkamp staff and volunteers are responsible for children once they are admitted to the program.

Sign In/Sign Out: Parents are required to personally sign children in and out each day upon arrival and departure. Those persons authorized to pick up your child must do the same. Vanderkamp will only release children to people parents authorized on the registration form unless provided in writing prior to child being picked up. An email is acceptable. A valid photo ID must be shown every time a child is picked up from the site. If an unauthorized person attempts to pick up a child, we will attempt to reach the parents by phone. If unsuccessful, the child will not be released until authorization is established or an authorized person picks them up.

Late Pick Up and Fees: A \$1.00/per minute late fee will be assessed per child after 6:30 PM. The time used to assess late fees will be the clock on the cell phone of the staff member or volunteer checking children out of the program. This fee is to be paid before the child will be permitted to attend the VK Kountry Klub program again. If child's participation is prepaid, the late fee will automatically be deducted from those funds.

Vanderkamp staff or volunteers will attempt to call the emergency number on your file if your child is not picked up by closing time. If no one can be contacted within 30 minutes and no communication from the parent has been received, the Vanderkamp staff or volunteers are required to notify the New York State Police and place the child in their care.

Personal Belongings

Remember to label ALL items brought to the program. Encourage your child to be responsible for personal belongings. Vanderkamp cannot be responsible for lost or damaged items. We suggest leaving all personal items at home.

The following is a list of items are NOT to be brought to the program:

- Toys
- Electronic/Video Games
- Knives (of any kind)
- Other Weapons
- Gum or Candy
- Electronic Devices (Laptop, Ipad, Ipod, cell phone)
- Money
- We recommend not wearing jewelry other than simple post earrings/piercings or band-style rings.

If these items are brought to the program they may be confiscated and returned to the parent at the end of the day and in some cases disciplinary action may be taken.

Meals and Snacks

Breakfast, lunch, and an afternoon snack will be provided daily. If your child has any food restrictions or allergies, please indicate this information on the medical section of your child's registration form. You may send food for your child if they have a medical dietary restriction that we are unable to accommodate. These items will be made available only during regular meal or snack times. If you would like to provide a special snack or treat, please provide enough for all children—sorry, commercially made and package sealed items only. If your child dislikes a meal or snack offered, we will do our best to provide a substitution. Please understand that due to the current crisis, some items are in short supply and Vanderkamp is no exception. The withholding of food or treats will never be used as a form of behavior management or discipline. However, if a child is using inappropriate behavior, they will be moved to a table away from the group. Snacks are not a replacement for dinner at home. If you need help with food at home, please let us know and we will do our best to help or find someone who can.

Program Rules

- Follow directions.
- Keep hands and feet to yourself.
- Stay in assigned areas with a staff person at all times.
- Walk indoors. Save the running for outdoors.
- Respect staff, others and property.
- Use good manners at all times including appropriate language and actions.
- No Bullying. Vanderkamp has a zero tolerance for bullying.
- Honesty is always the best policy.

Behavior Management/Discipline

Praise and recognition of good behavior is utilized throughout your child's day. This will help children CHOOSE appropriate behavior. Behavior management techniques are designed to be constructive and helpful for the child. Children will never be "punished" nor will staff, volunteers or other children be allowed to demean or humiliate a child--ever. We promote a sense of belonging and community in our youth programs born of accepting personal responsibility and demonstrating mutual respect. All rules and expectations will be developmentally appropriate, communicated, and consistently applied to all children in the VK Kountry Klub program. Corporal punishment is prohibited. In order to provide all children in our program the safe, positive and enjoyable environment they deserve, we will be using a behavior management plan that utilizes the following steps:

1. Staff and volunteers will verbally give specific instructions and expectations of what the child is to do and demonstrate the behavior.
2. Staff and volunteers will give the child a reminder of expected behavior.

Incident Reports Will be Written/Parents Notified for the Following:

3. Staff and volunteers will redirect a child to another activity if appropriate (e.g., If the child is throwing objects or toys, the redirection may be to go to book area or seated activity at a table.). *
4. If the child continues with inappropriate behavior, they will be briefly separated from the group and/or activity, where they remain within eyesight of supervising staff or volunteers, long enough to regain self-control but not to exceed one minute for each year of the child's age. This excludes sitting and talking through an issue or mediation between children by a staff member or volunteer. Physical restraint of a child is prohibited. *
5. If the behavior continues over an extended period of time an executive director will contact the parents to discuss the situation and determine the best course of action for the child and others.
6. When behavior is severe or deemed dangerous to the child or others, parents will be contacted immediately to pick up their child. Failure to pick your child up in a timely manner may result in suspension or expulsion from the program.
7. At any time, Vanderkamp may waive the disciplinary procedure and reserves the right to discharge any student without notice for severe misconduct.

Conflict Resolution

When children are having difficulties with each other, the staff or volunteers will give the children involved reasonable opportunities to resolve their differences. The staff will mediate with the children and supply them with problem solving techniques that will help them deal with difficult situations through communicating their perspective, problem solving, and developing empathy and understanding for others.

Bathroom Accidents

Children will not be denied use of the bathroom or drinks at any time. Children will not be disciplined for bathroom accidents while in our care. Children prone to accidents should bring a change of clothes. Please let us know on the child's registration form so we can prompt them to use the bathroom and avoid any embarrassment.

Movies and Video

Movies will not be shown on a regular basis in our program. They may be used from time to time as a special activity. Movies will be G-rated for all children. We expect to enjoy some developmentally appropriate videos on topics the children enjoy like those posted by zoos, or NASA.

Staffing

Vanderkamp and VK Kountry Klub staff and volunteers are people chosen for being positive role models dedicated to partnering with parents, families, and our community to further develop this youth development program. All staff and volunteers are screened before working with the program. This screening includes an application, voluntary disclosure statement regarding criminal history, verification of three positive references, and two background checks. The first is the NY DCJS sex offender registry and the second is a nation-wide search for criminal history including any child, sexual, or violence related charges.

All staff and volunteers are trained in Vanderkamp policies and procedures related to risk management, supervision, and child protection. At least one staff member with current certification in First-Aid and CPR will be onsite at all times. An accessible AED is located in the lobby of the Commons building where most of the indoor activity for the VK Kountry Klub program will take place.

Internet and Social Media

We strongly discourage any outside communication between Vanderkamp staff or volunteers and children unless it passes through a parent or takes place publicly such as within the Vanderkampers Past and Present Facebook Group. We also strongly discourage any outside communication between children in our programs without the express knowledge and permission of their parents. Please monitor your children's technology use and communication for their safety and well-being.

Restricted Parent Information

In the event of a court-ordered legal custody situation whereby either parent of the enrolled child has visitation restrictions; we must have in the child's file a written and dated statement along with a stamped copy of your legal custody papers that have been signed and dated by a judge. In the event of a court-ordered legal custody situation whereby a parent is not allowed to pick up the child without the other parent's consent, we ask that you state in writing that you have legal custody and the person (name and relationship) who does not have a legal right to pick up your child while in our care. The written and dated statement must be on file at Vanderkamp along with a stamped copy of your legal custody papers, which have been signed by a judge. Vanderkamp will not release information or dismiss a child from the program in the care of anyone not authorized on the child's registration form. Please complete registration form in accordance with any current child custody and visitation orders. Do not place your child, or Vanderkamp staff and volunteers in an uncomfortable situation. If a noncustodial parent attempts to remove a child from the program, law will be contacted immediately.

Child Abuse Reporting

New York State recognizes that certain professionals are specially equipped to fulfill the important role of mandated reporter of child abuse or maltreatment. Mandated reporters are required to report suspected child abuse or maltreatment **when, in their professional capacity**, they are presented with **reasonable cause to suspect** child abuse or maltreatment. All Vanderkamp staff and volunteers working with our youth programs including the VK Kountry Klub are mandated reporters. We recommend that children remain in the program during any investigation for their protection and well being.

Accidents & Injuries

If your child is injured at Vanderkamp, staff or volunteers will administer first-aid or CPR within the scope of their current certification. We will update parents at pick-up. For more severe or questionable injuries, staff or volunteers will take necessary steps to obtain emergency medical care by calling 911. We will attempt to contact parents or guardians immediately. If we are unable to reach a parent, guardian, or authorized emergency contact, we will leave a message. Be sure to complete the medical authorization in your child's registration materials.

Sudden Illness

A sick child is to be kept at home, for his or her own sake and that of others. Many communicable diseases begin with cold-like symptoms. A child is considered ill when he/she has the following:

- An elevated temperature of 100 degrees or higher
- Vomiting
- An unidentified rash or a contagious rash
- Diarrhea
- Weepy and red eyes [could be conjunctivitis (pink eye) which is very contagious]
- A known communicable disease
- Any evidence of head lice including nits
- Excessive cough and/or nasal discharge
- Mouth sores
- Any other symptoms that prevent your child from participating in the day's activities
- See COVID-19 policies and procedures at the beginning of this parent handbook.

Please do not attempt to hide information or knowledge of your child's illness. If your child has a communicable disease, please inform the staff when it first appeared. To return to the VK Kountry Klub program, a doctor's release stating that your child is no longer contagious must be shown to the program staff.

In the case of lice, children must be completely free of all nits and lice to return. Vanderkamp has a nit-free policy. Staff will conduct head checks on all children returning from a bout of head lice before the child may re-enter the program.

If a child becomes ill while in our care, an executive director will contact the parents and request that the child is immediately picked up. Until the sick child is picked up, the child will be isolated from other program participants, staff, and volunteers to the extent possible (e.g., another room). Child protection procedures continue to apply so your child will never be one-on-one with a staff member or volunteer.

Handwashing = Healthy Kids

Children and staff are required to wash their hands upon arriving at the center. Children and staff will also be washing their hands before and after eating, after large motor and/or outside activities, before and after cooking projects, after handling a pet or domesticated farm animal, after using the bathroom and after wiping or blowing their nose.

Medication Policy

Non-prescription medicines will not be given at the VK Kountry Klub program. Only prescription medicine in original bottles will be dispensed to your child for self-administration under the supervision of an authorized staff member. Prescription medicines must include the child's name, prescription number, doctor's name, administration quantity and time. Parents must give all medications directly to Vanderkamp staff at check in. All medications will be locked in the main office, out of the reach of the children. At no time are children permitted to be in possession of medicines.

Emergency Management

In the event of an emergency, our number one priority will be to ensure the safety and security of all program participants. We will shelter in place for extreme inclement weather or active shooter. In event of fire, a specific location is designated for each building to gather for roll call by name following evacuation. We will notify parents of all pertinent information as soon as possible.

Inclement Weather

Please send appropriate outerwear for your child. We encourage playing outdoors unless there is a thunderstorm or a concern for hypothermia (e.g, rainy 50 degree day). Send rain boots or a change of shoes if you can. In the event of a severe weather threat, we will guide the children to shelter within the Commons building. If children are away from the main building and a weather event erupts preventing them from safely returning to the main building, staff and volunteers will get children into the nearest building and shelter in place until the event passes. Staff and volunteers will radio to let executive directors and other staff or volunteers know where they are sheltering in place and communicate any needs for assistance.

Parental Communication and Involvement

Please take time to talk to the staff and volunteers about your child. More importantly, please ask your child about the program each day.

We ask that parents communicate anything that may affect their child's behavior while participating in the VK Kountry Klub program. Especially important is knowing what triggers a child emotionally or behaviorally and what has worked in the past to help them.

Please keep us informed of events at home in order to prepare staff or volunteers to properly respond to your child and be sensitive to your child's needs. Perhaps they saw something upsetting on the news or a loved one is ill. Maybe they miss their dog. Whatever it is, knowing will help us better care for your child.

Normally we would love to have you involved! However, we are limiting volunteer opportunities at this time due to COVID-19 to reduce potential exposures or spreading the virus to a larger number of people in our community. Thank you for understanding.

Adult Rules of Conduct

Any parent/guardian, authorized person, or Vanderkamp staff or volunteers who display any one of the following behaviors will be required to vacate the premises immediately and may not be allowed back on site:

- Physical abuse, shaking, grabbing, hitting, pushing, etc.
- Verbal abuse
- Alcoholic beverages or drugs
- Smoking or vaping in buildings or near exits

If Vanderkamp staff or volunteers suspect a parent or guardian of being under the influence of alcohol or an illegal substance or observes child abuse, the police will be called immediately. Our first responsibility is the safety of all children in our youth development programs.

Questions & Concerns

Questions and concerns about the policies and procedures of the VK Kountry Klub program can be directed to either of Vanderkamp's executive directors at (315) 675-3651 or email vkcenter@vk.org