



Summer 2020

FAMILY

HANDBOOK

www.KidsSafari.org



Directory

General Information, Registration & Billing:

952.681.6128

Email: KidsSafari@isd271.org

Camp/Summit SAFARI Administrative Office

Community Education Campus – Suite 200

2575 West 88th Street, Bloomington 55431

www.KidsSafari.org

Camp SAFARI Sites

Indian Mounds Elementary

9801 11th Ave S

Ridgeview Elementary

9400 Nesbitt Ave

Poplar Bridge Elementary

8401 Palmer Ave S

Summit SAFARI Site

Olson Middle School

4551 W 102nd St

Camp/Summit SAFARI Calendar

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24/31	25	26	27	28	29

 Program Closed

 Camp/Summit SAFARI

 Super SAFARI

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Welcome to Camp/Summit SAFARI

(Safe, Age-appropriate, Fun, Adventures in Recreation and Imagination)

**Bloomington Community Education's
Youth and Family Department
would like to welcome your family to
Camp/Summit SAFARI!**

This Family Handbook outlines what you may expect from Camp/Summit SAFARI and what our program expects from you in return. We hope your family's experience with us will be an enriching and positive one. Please know that Camp/Summit SAFARI reserves the right to amend its policies and procedures at any time.

Position Statement

The focus of the Camp/Summit SAFARI summer program is on school-age childcare and enrichment opportunities designed to meet the changing needs of children and families. This is accomplished through creative learning experiences designed to increase social interaction. Our program is fee-based and administered by the Bloomington Community Education's Youth and Family Department.

Camp/Summit SAFARI Philosophy

Our purpose is to lead children to discover friendship, independence, and confidence through a variety of activities and experiences. Children are encouraged to discover their talents and interests and to take pride in their accomplishments. The staff and program facilitate a warm and secure environment. The role of Camp/Summit SAFARI, in cooperation with home, is to support the development of the whole child.

Students Eligible for Enrollment

Camp/Summit SAFARI accepts students starting kindergarten through entering grade 6 for Fall 2020. Early Camp SAFARI is open to current 2019-20 Early Learners Academy Families.

RESPONSIBILITIES OF PROGRAM, STUDENTS AND PARENTS/GUARDIANS

Program's Responsibilities:

- Provide a safe, positive and enriching environment which meets the developmental needs of students.
- Provide caring staff who show genuine respect for students and provide positive role models.
- Keep parents/guardians informed through regular newsletters, flyers, email and verbal communication.

Student's Responsibilities:

- Be friendly.
- Be safe.
- Be honest.
- Be respectful.
- Have fun!



Parent/Guardian's Responsibilities:

- Observe the rules and policies of the Camp/Summit SAFARI program and Bloomington Public Schools.
- Share concerns with staff members about your child's needs in the program.
- Listen to concerns of staff members about your child's behavior and work towards an agreeable solution to any problems.
- Keep your online account and emergency information complete and up-to-date.
- Inform site when your child will not be in attendance.
- Inform site if someone else will be picking up your child.
- Read handbook, billing information, email and posted messages at the site.
- Abide by all contract obligations and keep financial account current.

Bloomington Public Schools has a Respectful Workplace policy. It states: "Staff shall not engage in unprofessional or disrespectful behavior, or be subjected to unprofessional or disrespectful behavior from co-workers, parents/guardians, or people doing business with the District." The entire policy can be found on the district's website (bloomingtonschools.org, School Board Policy 457). Family members are expected to model respectful and positive behavior when working with program staff either in person, on the phone, or via e-mail. Any family member treating a staff member unprofessionally or disrespectfully may result in termination of the child's contract.

Registration begins March 11, 2020.

Placement is available on a first come, first served basis.

PARENT/GUARDIAN ROLE AND COMMUNICATION

The connection and communication between home and Camp/Summit SAFARI is vital to the success of your child. Parents/Guardians are welcome to visit the site (check in at table). Please feel free to share any information at any time that may affect your child's time with us at Camp/Summit SAFARI.

There is a family log/notebook available at each site for parents/guardians to write important information regarding child pick-ups, absences, etc. This notebook will be checked daily. If you need to relay important *confidential* information regarding your child, please talk to program staff.

Parent/Guardian Permission

Upon registration, parents/guardians authorize the following:



- Permission for use of the name, photographs, video and quotes of your child(ren) for use at open house events, scrapbooks and orientation.
- Permission for use of the name, photographs, video and quotes of your child for the purpose of publicizing the program (newspapers, flyers, brochures, internet, TV, etc.).
- Permission for your child(ren) to participate in neighborhood walking excursions.
- Permission for your child(ren) to take part in field trips on a day they will be in attendance.
- Permission for exchange of information between Bloomington Public School personnel and the Youth and Family Department whenever it would be beneficial for your child(ren).

Questions and Concerns

If you have a concern regarding the Camp/Summit SAFARI program or a staff person:

1. Immediately set up a time to discuss it with the Youth and Family Coordinator at your Camp/Summit SAFARI site.
2. If the issue is not resolved, contact the Program Manager at the Administrative Office.

Written grievances are to be submitted to the Administrative Office.

ENROLLMENT & REGISTRATION

Registration is available online at KidsSafari.org beginning March 11, 2020. If you do not have access to a computer you may go to the Community Education office for assistance. In order for registration to be complete, we require the following:

- Completed online contract, agreement to terms, and Family Emergency Information.
- Non-refundable registration fee (see below) charged at time of contract approval.
- A valid and frequently checked e-mail address.

*Please allow a **minimum** of three business days to process contract requests.*

All policies are in effect once a contract is approved. Camp/Summit SAFARI reserves the right to delay enrollment due to the need to increase staffing or gather additional information about a student. Camp/Summit SAFARI may also deny or limit service due to non-payment of current or previous charges for Kids' SAFARI and/or any Community Education programs.

REGISTRATION FEE (NON-REFUNDABLE)

New Student
\$40

Returning (within a year)
Student
\$30

Family Maximum
\$70

CAMP/SUMMIT SAFARI ENROLLMENT OPTIONS AND RATES

Consistent Schedule
\$41/day

*Vacation credit is available, see
Financial Policies on page X*

Pick Your Days
\$45/day

Drop-In
\$49/day

SUPER SAFARI AUGUST 17-19

Non-refundable Tuition \$150

EARLY CAMP SAFARI

Open to 2019-20 Early Learners Academy families

Tuition cost is \$253 per week

Registration is for 5 days per week and for the entire summer (June 10-August 14)

Vacation credit is available, see Financial Policies on page X

Enroll early! Registrations starts March 11. Space is available on a first come, first served basis. Due to space limitations, enrollment may close earlier at some of the sites and families may not get their first choice of location.

Extended Care – for students attending SLAM classes, Summer School or Extended School Year (ESY)

Students attend Extended Care at Olson Middle School. Transportation to Camp SAFARI sites will not be available. When Summer School and SLAM are not in session students will attend Camp SAFARI at Ridgeview, Washburn, or Indian Mounds Elementary schools, or Summit SAFARI at Olson Middle School. ESY students will do the same, however, the weeks ESY is in session, students may attend their regular Camp/Summit SAFARI site or Extended Care on Monday and Friday. Please note, even though Extended Care takes place at Olson Middle, students enrolled in the above-mentioned programs may not attend Summit SAFARI during these weeks.

If your child is registered for SLAM, Summer School or ESY and requires Extended Care: after your child’s contract is received you will be sent an email with a form attached that you will need to complete, sign and return to the SAFARI Administrative Office via:

Email

KidsSafari@isd271.org

Fax

952.681.6101

Mail/Bring to Community Education

2575 W 88th St, Suite 200
Bloomington, MN 55431

Please Note: Extended Care forms must be completed and returned so that your child’s location for attendance is correct for their safety.

CONTRACT OPTIONS

Consistent Schedule – \$41/day per child

May be 1-5 days per week and requires a consistent weekly schedule. Any changes must be submitted with one-weeks' notice via email to KidsSafari@isd271.org, and incur a \$10 fee per child, per change.

- Permanent schedule changes representing a new consistent pattern of attendance are permitted through May 8.
- After May 8 Camp/Summit SAFARI will only approve schedule changes beginning June 22 or later. We are not able to accommodate schedule changes prior to June 22.
- Vacation credit is available with a one-week written notice to the Administrative Office, once per summer for up to 5 consecutive days (not including weekends or holidays).
- If space is available, drop-in days may be added at the “Drop-In” rate. (see below)



Pick Your Days – \$45/day per child

Pre-schedule all days for the entire summer upon registration.

- Families who are unsure of the dates care is needed may register for one day only to reserve space, then submit an exact schedule online for the entire summer on or before May 8, 2020.
- All changes on or before May 8 must be made via your online account.
- **No schedule changes (including swapping days) are permitted after May 8.**
- Submitting any schedule after your initial registration is considered a contract change, and a \$10 change of contract fee (per child per change) will be applied to your next summer invoice.
- Credit is not available for non-attendance, including illness.
- Vacation credit does not apply to Pick Your Day contracts.
- If space is available, drop-in days may be requested and are billed at the drop-in rate.

Drop-In – \$49/day per child

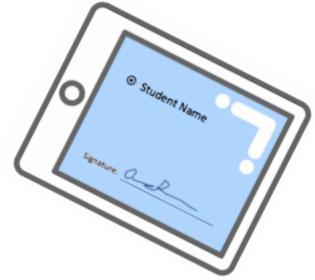
Parents must submit a Drop-In request **at least** 48 hours (not including weekends) prior to the date needed via their online account. For an emergency drop-in (within 24 hours) please contact the site. Drop-ins are accepted as space allows and on a first come first served basis – availability is not guaranteed. **Children may not attend until the request is approved online. If a child attends without an approved Drop-In request, families will be expected to pick-up the child immediately. Subsequent incidents may result in termination of Camp/Summit SAFARI contract and care will no longer be provided.**

- Drop-in charges will be invoiced on the next billing cycle.
- Refunds are not available for cancellation of an approved drop-in date. Switching dates/times is not permitted.
- Vacation credit does not apply to Drop-In days.
- Payment is required to be on Auto Payment via ACH or credit card. After the site has approved your reservation the drop-in charge will appear on your next statement

ATTENDANCE POLICIES & PROCEDURES

Sign In/Out Procedures

A parent/guardian must sign your child in every morning and out every afternoon via an electronic system, which automatically time stamps your signature. Failure to comply may result in termination of your contract.



Authorized Pickups

During online registration for Camp/Summit SAFARI, please name all persons authorized to pick up your child and anyone who is not allowed to pick them up. In order for us to legally stop a non-custodial parent from taking a child, a copy of the current court order must be on file at the Camp/Summit SAFARI site. Staff cannot physically stop a parent from taking a child at any time.

You must inform the staff in advance, preferably in writing, if someone other than an authorized pickup will take your child. We ask you to remind the authorized person that site staff will ask for picture identification if we do not already know him or her. We will accept your child's verification regarding identification if needed.

Absences

If your child will be absent on a day they are scheduled to attend, please call your Camp/Summit SAFARI site by 9:00am. If Camp/Summit SAFARI staff are not notified we will call to confirm the absence and/or notify you of non-attendance, and charge a \$5 Finder's Fee.

Late Arrival/Early Departure

A late arrival is after 9:00am, and an early departure is pickup prior to 3:00pm. Please notify your site in advance if your child will arrive late or depart early.

Late Pick-up Procedures

Camp/Summit SAFARI ends promptly at 6:00 PM.

Our procedures are as follows:

1. A late fee of \$1.00 per minute per child (maximum amount of \$60.00 per child,) per day) will be assessed beginning at 6:00 pm (according to our electronic sign in/out system).
2. If we have not heard from a parent/guardian by 6:15 PM, the emergency contacts will be called.
3. If we have not heard from a parent/guardian or emergency contact by 7:00 PM we will notify the Bloomington Police Department.



It is understood that conditions beyond one's control exist (inclement weather, etc.). If these conditions arise you must notify the site as soon as possible to make arrangements for someone else to pick up your child. **Continued late pick up will result in termination of your contract.**

Closing Program Notifications

Emergency closing information will be shared via email and at KidsSafari.org. **Tuition which encompasses any school closing is non-refundable.**

Energy Plan

Camp/Summit SAFARI works in partnership with the building and district custodial staff to provide a safe and healthy environment for your children throughout the summer. On days when energy curtailment is necessary and restrictions on usage are in effect, our ability to maintain a comfortable temperature inside the entire building is limited. Our priority is to maintain a safe environment for your children and closely monitor their health, so our staff will use creative measures to achieve the highest level of comfort possible inside the building.

PROGRAM INFORMATION

Each day, children should bring the following, labeled with their name:



- **Lunch:** a lunch with a beverage from home. We are not able to provide access to a microwave or refrigerator. Students attending Camp SAFARI at Indian Mounds will have breakfast and a sack or hot lunch provided daily, free of charge.
- **Sunscreen:** A sunscreen with SPF of 30 or greater is required anytime your child is outside. Please send a bottle of sunscreen labeled with your child's name. Site staff are not allowed to help children apply it. Insect repellent is optional.
- **A water bottle.**
- **Tennis Shoes:** Children should wear tennis shoes for playing in the gym and outside.

Plastic Bin/Tote

Please send a small labeled storage container for your child's personal belongings. An extra set of clothing is recommended for younger students.

Daily Activities

Children's play is often active and messy. Please dress your child in comfortable play clothes and shoes intended for running and climbing.

Weekly Activities

Camp/Summit SAFARI staff plan a summer full of engaging opportunities. Every week, grade level groups will participate in activities that may include:

- | | |
|--|------------------------------|
| Tactile, hand-on activities | Active play and team games |
| Drama, creative play, imagination | Music and rhythm |
| Science exploration and experiments | Literature and story time |
| Environment and outdoor education | Arts and crafts |
| Creativity and self-expression | Team building and leadership |
| Problem-solving, mind games and trivia | |

In addition, each site may also participate in Youth Service Learning and volunteering, on-going art projects, or guest speaker(s).

Outdoor Activities

Outside play is an integral part of children’s developmental learning, health and well-being. Students must be prepared to go outdoors every day. Camp/Summit SAFARI staff will assess the weather conditions to determine if activities will be carried out as planned. If your child is unable to go outside due to health conditions, please talk to staff.

Toys and Personal Belongings

Camp/Summit SAFARI is not responsible for lost, stolen or broken personal belongings. Please leave toys at home. Occasionally, Camp/Summit SAFARI will have a special day where they are allowed. Please check with your site as to when these days will occur.

Lost and Found

Please label all of your child’s belongings so they can be returned if lost. Any items that are unclaimed by Friday, August 21 will be donated to a local charity.

Field Trips

Each child is given a Kids’ SAFARI T-shirt on their first field trip day. At least one field trip or special event is scheduled for each week. Children **must** wear their shirts for all field trips except for pool days. If you wish to purchase an additional T-shirt for \$10 see site staff.

Field trips usually occur between 9:30am and 4:00pm. *All children are expected to accompany the group on the field trip as alternate care is not available.* Children need to be at the site before the bus departs for the activity. Picking up and dropping off from a field trip/pool location is not allowed. Anyone who is unable to stay for the duration of the field trip may not attend SAFARI that day.



Children are responsible for carrying whatever they bring along. We recommend that lunches be sent in a disposable bag on field trip/pool days. When our destination is a pool, children need to bring their swimwear, towel and bottle of sunscreen. Please make sure that all items are clearly labeled with their name.

Video/Computer Games

Camp/Summit SAFARI acknowledges the importance of technology in developing children. We allow children to play computer and video games at times. Please contact your child’s site with any questions.

Weapons Policy

In accordance with school district policy, Camp/Summit SAFARI takes a zero-tolerance position on the possession, use, or distribution of weapons, toy weapons or pretend weapons of any kind. Please refer to school board policy 501 on the school district’s website bloomingtonschools.org. Students in possession of any type of weapon may be subject to suspension, termination, or other disciplinary action deemed suitable.

Behavior Management

We maintain appropriate behavior through clear consistent guidelines, consequences and positive staff interaction. When dealing with inappropriate behavior we utilize parent/guardian assistance and school staff. If a child displays a pattern of consistent inappropriate behavior, Camp/Summit SAFARI reserves the right to evaluate whether the child can best be served by our program, and to suspend any child based on program or school district policies or inappropriate behavior. In the case of a suspension, a discussion and/or mandatory meeting will take place between the parent/guardian, child (if appropriate) and staff before the child can return to our program. Tuition credit or refund is not available for suspension from our program.

Accommodation Process

Camp/Summit SAFARI is committed to providing a safe, healthy atmosphere for the students we serve. If your child needs a special accommodation please call one of our Inclusion Coordinators at 952.681.6105 or 952-681-6127. We will provide all reasonable and appropriate accommodations to any student within the existing Camp/Summit SAFARI program. We are committed to working with the student's family to determine appropriate accommodations. If a student displays a behavior which jeopardizes the safety of themselves or others the staff will contact the student's parent/guardian and request that the student be removed from the program for a pre-determined amount of time. When a student has persistent difficulty being a part of the existing Camp/Summit SAFARI program, the following steps will be taken to promote their success:

1. The student's behavior will be observed and monitored by Camp/Summit SAFARI and school staff. Information will be gathered from the student, his or her family and school personnel.
2. A plan and timeline for inclusion will be developed. All involved parties will be expected to sign, date and comply with a behavior plan. A child may be removed from the program until a signed plan is in place. Changes will be made to the plan if determined to be necessary.
3. Occasionally, the existing Camp/Summit SAFARI program will not be the best environment for the student. If all integration efforts have been exhausted within the existing time line and have not been successful, the Camp/Summit SAFARI accommodation team will evaluate the ability of the program to serve the student. If it is determined that the program can no longer accommodate the student the child's contract will be cancelled.



FINANCIAL POLICIES

Program Fees

Charges are generated through your online account. Payment is due in *advance* of service whether or not your child is in attendance. Monthly invoices will be emailed on May 26, June 25 and July 27. Auto-Pay will be processed on the 5th of the following month. Total balance due must be paid on or before the 20th of the month to avoid a \$20 late fee. *No refunds or credits are given for absences, including illness.*

Receipts

Families manage their own accounts online. This includes printing any necessary receipts.

Vacation Credit

Vacation credit is available with a one-week *written* notice to the Administrative Office, once per school year and once per summer for up to 5 consecutive days within a two-week time frame. Children may not attend the program during the requested time off. If your child arrives you will be charged the drop-in rate, and the vacation credit will be voided.



Contract Revision Fee (\$10 per child, per change)

Schedule changes representing a new pattern of attendance require a one-week written notice to our Administrative Office and incur a \$10 charge per child, per change. Requests must be approved/denied before the change can begin.

Late Payments

Camp/Summit SAFARI is a non-profit, self-supporting organization and needs your prompt payment to meet expenses. A \$20 late fee is applied to accounts when payment is not received by the 20th of each month. Camp/Summit SAFARI reserves the right to discontinue or limit service due to failure to meet payment obligations as defined by the contract. Accounts in default are placed with a collection agency, and incur all costs relative to collection including legal and collection agency fees. Families who have been in collection with ISD #271 will be required to use a credit card for their Camp/Summit SAFARI account.

Declined Payment

Those with an established pattern of declined payment will be required to change their contract to the “Pick Your Days” option and must pay the entire month’s bill upon approval of submitted schedule.

NSF Checks

Bloomington Public Schools uses PayTek to electronically recover any insufficient fund checks returned to the school district along with a \$30 state allowed fee. If repayment is not made within 5 business days of notification, Camp/Summit SAFARI services may be suspended. To reach PayTek directly please call customer service at 1.800.641.9998. Families will be required to use a credit card for payment for any future transactions if they have previously given ISD #271 an NSF check.

Withdrawal from the Program

Withdrawal from the Camp/Summit SAFARI program requires a one-week written notice to the Administrative Office. The weekly program fee will be charged for one week following the date in which the Billing Department receives written notice. Payment in full is due upon withdrawal.

Fee Assistance

Camp/Summit SAFARI has a contract with Hennepin County which enables families who qualify to obtain financial assistance for childcare. Please call Hennepin County at 612.348.5937 for more information. Parents are responsible for reading and understanding all Hennepin County guidelines and procedures.

Program Closings

Every attempt will be made to avoid closing once Camp/Summit SAFARI is in session. The district may decide to have an early release, or cancel planned activities on the basis of current or predicted weather conditions. In the event the program closes mid-day, your child will need to be picked up immediately. It is imperative that you have an action plan to assist your child in handling an early dismissal from Camp/Summit SAFARI. Tuition which encompasses any school closing is non-refundable.

MEDICAL INFORMATION & POLICIES

School health staff are not in the buildings during summer, and our program does not have access to their records. It is the parent/guardian's responsibility to inform Camp/Summit SAFARI upon enrollment or at appropriate times of any special health conditions and/or needs such as asthma, severe allergies, diabetes, seizures, heart conditions, etc. so that we can provide appropriate care. Please notify staff if your child is on any medication that might cause side effects. Parents/guardians are welcome to review snack choices for allergy concerns and are free to send an alternative snack with their child.

Special Needs

If your child needs a special accommodation, indicate this in the *Special Needs* section when registering your child. Please answer all questions fully. If you would like to discuss special accommodation please call one of our Youth and Family Inclusion Coordinators at 952-681-6105 or 952-681-6120. We will do our best to accommodate these requests.

Illness

Bloomington Public Schools and Camp/Summit SAFARI are committed to providing an environment in which students can thrive. Please keep your child home if they have any of the following symptoms: fever of 100 degrees or higher, diarrhea or vomiting within the last 24 hours, an undiagnosed rash, inflamed eyes, severe cold or sore throat.



A student may return to Camp/Summit SAFARI after:

- Temperature is normal for 24 hours.
- 24 hours after the last occurrence of vomiting and/or diarrhea.
- 24 hours of treatment at home or under a physician's care.

If a child becomes ill at Camp/Summit SAFARI we will isolate the child with proper supervision and notify the parent/guardian listed on the student's account to immediately pick up your child. If you cannot be reached, the staff will contact the emergency contacts listed on your child's account.

Please notify Camp/Summit SAFARI if your child develops a communicable disease. Information about confirmed contagious diseases will be posted at the site the same day we are notified to inform parent/guardians of possible exposure.

Medications

By law we are not permitted to give any medication, including over the counter medication, **without a doctor's order**. Camp/Summit SAFARI staff can administer medication only if the following conditions are met:

1. A medical permission form is signed by the **parent/guardian and doctor** and on file with Camp/Summit SAFARI. Forms are available upon request and may be faxed to the site when completed.
2. Medication is brought in the original container clearly marked with your child's first and last name, directions and dosage.
3. Staff are informed of possible side effects.

We are not permitted to give expired medication. Any unused medication will be returned to the parent/guardian or destroyed.

Allergies

Upon registration, a parent/guardian must complete the allergy information form, which includes a description of the allergy, avoidance techniques, description of reaction and how to respond to the allergic reaction.

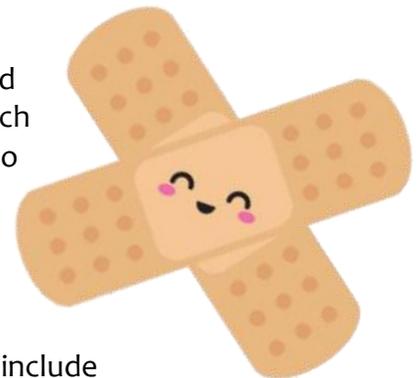
Injuries

Camp/Summit SAFARI makes every effort to maintain a safe environment. Staff are trained in First Aid and CPR. If your child becomes injured at Camp/Summit SAFARI the staff member's first duty is to provide first aid, second is to notify parents/guardians. Emergency information must be completed online when registering for Camp/Summit SAFARI. Please keep this information current.

Accident Reports

If a student has a minor injury that requires first aid you will be notified when you pick up your child. If a student receives a serious injury, which may require medical attention, the staff will call the parent/guardian to arrange an immediate pick up.

If a student is involved in an **emergency situation** the staff will call 911 and a parent/guardian or an alternate listed on the child's account will be contacted as soon as possible. The emergency response personnel will evaluate needs and/or treatment, which may include transport to a medical facility per their agency protocols. The parent/guardian will be responsible for all charges for medical care.



Child Abuse or Neglect

School district employees are mandated reporters and are required by law to report any suspected cases of child abuse or neglect.