

Operational and Disciplinary Policies for Little Harts Summer Camps

1. Parents are required to read these operational policies when enrolling their child in summer camp. This information is also posted on our web site www.littleharts.com and the bulletin board inside the front door. If asked, we will verbally explain these policies to parents. Any changes to our policy will be posted to our web site and our bulletin board.
2. Positive reinforcement is our way of disciplining. If there is a problem, we will tell the parent privately to avoid embarrassing the child. In extreme situations, we will separate the child for a short time with a different activity to change their attitude.
3. Little Harts hours of operation are: 7:30AM-4:00PM, Monday thru Friday, beginning early June and ending late August.
4. Procedures of release of Children are as follows. :
5. When the child is brought to the school, their name, and who brought them will be recorded. Most often it is a parent.
6. When the child is picked up inside the door or brought to their car the caretaker will recognize the parent. This is also recorded.
7. Until the caregivers are familiar with the parents, we will ask to see their licenses. If they are not the parent that brought them to camp we will not give the child to them unless their names are on file, or we have a written note given to us by the parent in the file. We will make a photo copy of their Driver License.
8. If a child is ill, or needs to be excluded, we will contact the parent. They will stay in the Kindergarten room with a caregiver until the parent arrives.
9. We will not dispense medicine as a general rule. In extreme situations and only under the director's approval, will we consider dispensing medicine.
10. In case of a medical emergency, we will contact: the parent, 911, the fire department and then child licensing.
11. If your child has allergies, please have your doctor fill in the emergency-care-plan provided by Texas CPS. You can download a copy at <https://www.foodallergy.org/file/emergency-care-plan.pdf>. Bring this with your registration form and we will keep it on file in case of emergency.
12. Please provide a sack lunch if the child is attending camp during 12:00-1:00. Two healthy snacks are served daily. The menu is posted on the front board.
13. Please have a copy of your child's immunization record, or the address and phone number of the school where their immunization record is kept on file. The state requires this for every child. If you child does not have immunizations please contact the director. Please provide Tuberculin testing records if you have them.
14. All Little Harts staff members have the required minimum preventable disease vaccinations. Little Harts does not require staff to have additional vaccinations.
15. Hearing and vision screening is not required for Summer Camp.
16. To enroll your child just download the registration form from our website and mail or bring it with you on your first day of camp.
17. Our animals have their shots and are in excellent condition. They have an annual veterinary check-up.
18. Parents are welcome to visit and participate in camp activities at any time.
19. Our camps comply with Texas Child Care Licensing Minimum Standards. We will glad to share our Licensing report with you.
20. Instructions on how to contact the local Licensing office, the abuse hotline, and the DFPS website are posted on the front board. See http://littleharts.com/wp-content/uploads/2015/04/4.-reporting_child_abuse.pdf. You may also contact the abuse and neglect hotline at 1-800-252-5400. Our teachers have annual abuse prevention training. The camp director can also provide information for parents if a child has been the victim of abuse.
21. Little Harts Summer Camps has a 1000 foot gang-free Zone. Also no smoking , or Alcohol are allowed on premise during camp.
22. Our emergency preparedness plan is posted on the front board of the school for your review. Evacuation plans are posted in each room and at http://summer_camps.littleharts.com/summer_camps/Emergency_Evacuation_Plan.pdf. Children with limited mobility or other impairments will be carried, carted or led by hand to a safe location in case of an emergency evacuation.
23. If you have any questions or concerns about the policies or procedures at Little Harts Summer Camps please call or email the director, Carol Barratt at 214-923-0370.