



### Behavior Guidance and Discipline Policies

- Exploration Place's philosophy of discipline is based on respect for each participant's self-worth, sensible behavior boundaries with age-appropriate consequences, and encouraging youth to manage their own behavior.
- All participants are expected to show respect for themselves and others; consideration for their own and others' property; and to participate in the group activities.
- Exploration Place reserves the right to suspend and/or dismiss participants based on their actions and behaviors. Immediate suspension or dismissal may occur if the participant:
  - ▶ Threatens to harm another person.
  - ▶ Attempts to strike or strikes a staff member, another participant or another person.
  - ▶ Demonstrates violence and/or aggressiveness.
  - ▶ Leaves or does not return to the program area without permission from the staff.
  - ▶ Is verbally disrespectful to peers or adults or uses profanity.
  - ▶ Damages or takes property that does not belong to them.
  - ▶ Refuses to obey instructions from staff.
  - ▶ In any way compromises the safety of anyone.
  - ▶ Or any other inappropriate behavior.
- Exploration Place recognizes that participants sometimes need support and redirection. However, when consistent or escalating behavior makes it difficult to facilitate program activities or supervise the group, temporary suspension or permanent dismissal may be required.
- Staff members support each participant in Exploration Place programs. To ensure a timely response, the participant and/or parents/guardians should immediately report concerns or incidents to a staff member.
- No refunds (full or partial) are issued when a participant is suspended or dismissed for inappropriate behavior.

### Special Needs Policies

Exploration Places strives to meet the individual needs of each participant within the structure of its programs, while maintaining a safe and healthy environment for all.

- Participants with special needs and/or medical conditions are accepted for participation after the program has been determined to be in their best interest.
- Parents/guardians desiring to enroll participants with special needs and/or medical conditions must schedule an appointment with the Director of Education or Program Lead to discuss needs and options prior to consideration of enrollment. To discuss your child's special individual needs, please call [316.660.0612](tel:316.660.0612) or [316.660.0644](tel:316.660.0644).
- Exploration Place will make reasonable accommodations.

### Medication Policies

Exploration Place does not administer medications at any programs that are 4 hours or less. Please administer medications before and after programs to avoid or limit administration during Exploration Place activities.

If medication must be administered during programs of more than 4 hours, Exploration Place follows KDHE procedures for administering medication. Staff is not permitted to administer prescription or nonprescription medication to participants without the authorization of a physician and/or the written authorization of parent(s)/guardian(s). Please follow these guidelines to ensure safe administration of medication:

- ▶ Complete the Medications section in CampDoc, our secure, HIPAA compliant system for managing student information, including the administration instructions, time, and dosage requirements.
- ▶ Upload the required photo of the participant into CampDoc.
- ▶ Prescription medication must be in its original container with the participant's name, doctor's name, and dosage instructions.
- ▶ All medications must be given to the program lead by the parent or guardian.
- ▶ A doctor's note must be provided for all nonprescription medication, including pain and allergy medication, if the dosage is different than that on the package.
- ▶ Exploration Place staff does not administer injectable medications, except EpiPens.



## Drop-off and Pick-up Policy

Guardians and parents must complete all required information for each adult authorized to pick up their participants. This information must be entered into CampDoc. Parents, family members, and any other adult authorized to pick up children may be asked to show their photo I.D. before the child is released to them. Please make sure your emergency contacts and the names of adults authorized to pick your participant are up to date in CampDoc.

### Late Pick-Up

Participants must be picked up on time. Contact us immediately if an emergency arises. In all other circumstances, parents will be asked to pay \$15 for each participant who is not picked up at the designated program end time. Repeated late pick-up may result in termination from the program. Late pick-up fees must be paid before the participant may return to the program.

## Policies Regarding Attire

We require participants to wear sturdy, closed-toe shoes and comfortable, weather-appropriate clothing. In some programs, participants take breaks to play outside. Participants wearing inappropriate clothing for the weather or activities will not be permitted to participate or the parent may be asked to provide appropriate clothing so they can participate.



## Prohibited Items Policy

Children may not bring the following items to any Exploration Place Informal Education Program:

- ▶ Cell phones and other mobile communication devices.
- ▶ Cameras.
- ▶ Electronics, including but not limited to iPads and tablets.
- ▶ Non-required personal items, such as games or toys.
- ▶ Snacks and other food, except a healthy lunch and water bottle with their name on it.
- ▶ Tobacco, alcohol, or illegal drugs of any kind.
- ▶ Weapons, including toy weapons.

If prohibited items are brought to Exploration Place programs, they may be taken away or, if the item warrants, parents will be called to pick up the items. Repeated violations may result in dismissal from the program.

Participants should only bring the items listed on the Parent Tips and Tricks sheet for each program. Exploration Place is not responsible for lost or stolen items.

## Illness Policy

It is the responsibility of the parent or guardian, with the help of the participant's health-care provider, to keep participants home if they are ill. If a participant exhibits signs of illness, the parent will be notified and must pick the child up within one hour.

- Parents/guardians are required to notify the program when a child is diagnosed with a communicable disease; a doctor's release may be required to return to the program.
- All participating families are notified if a participant or staff member has a confirmed communicable disease, while maintaining confidentiality of the impacted individuals.

## Thank you

As a reminder, these policies are in place to protect each participant in our programs and to ensure that each participant has fun.

If you have questions about registration, email us at [summercamp@exploration.org](mailto:summercamp@exploration.org).

If you have concerns about your child while participating or need to reach your child, please contact us at the email above or call **316.660.0644** or **316.660.0620**.

If you have concerns about the quality of care, policies, or procedures, please contact the Director of Education at **316.660.0612**.