Footsteps Child Care
Summer Camp 2023

Family Orientation
Tuesday, June 6, 2023
7:00 PM
Welcome to Summer Camp!

Summer Camp provides children with opportunities to develop lifelong skills, promote independence, make time for play, nurture friendships, build self-esteem, teach teamwork, foster thinking and creativity. Summer Camp is about growth & accomplishment!

Camp is Action!
Our Camp Leadership!

Cipriani Site
• Dolphins & Seals: Chris Geno
• Sharks & Seals: Steve Ish
• Junior Explorers: Darlene Luna
• Thrill Seekers: Chris Geno & Steve Ish

Nesbit Site
• Junior Explorers & Explorers: Cnotra Nichols & Aaminah Ewing

Shores Site
• Future Chefs: Christian Castillo
• Thrill Seekers: Christian Castillo

Barrett Site
• Bay Area Adventurers & Tennis & Swim: JR Pablo & Aaminah Ewing
On behalf of the Board of Directors and staff, welcome to Sumer Camp 2023!

We share a common goal - quality programming - creating a safe, trusting, and challenging environment where children are encouraged to pursue new and familiar interests, develop friendships, grow in confidence and independence, and continue to develop respect for themselves and others.

MISSION STATEMENT
Footsteps Child Care, Inc. provides infants, children, youth, and their families, quality programs in a safe, nurturing, and enriching environment, through caring and professional staff and family involvement.
PROGRAM GOALS AND PHILOSOPHY

- We believe children learn and master new skills through a variety of play experiences.
- We support and enhance the school day by providing and creating opportunities for children and youth to learn and experience new things through physical activity, social experience, hands-on participatory activity, and choice.
- The curriculum includes a variety of age and developmentally appropriate group and individual activities (structured and non-structured).
- The program provides the children with the space and time to discover and learn and practice new skills.
- We provide the children and youth with supportive and encouraging staff, striving to assist children in developing and maintaining a positive self-image and encourage children to take responsibility for themselves and their actions while learning social skills, such as problem solving and cooperation with others.
ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability.

- A parent or guardian is required to attend an orientation before the child attends.

- We will make every effort to include children with exceptional needs in our program. Children who have exceptional needs are considered for admission on an individual basis.

- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child’s needs.
Licensing has the right to interview staff and to inspect or audit facility records without prior consent.

The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of any Footsteps Child Care program site.

The Department has authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

Our adult to child ratio is approximately 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.

All children are covered by an individual accident policy while attending our programs.

If you have any questions about Child Care Licensing, please reach out to us.

To file a complaint regarding a state licensed community care facility or child care facility, please call 1-844-LET US NO (1-844-538-8766). If you wish to email your complaint, you can email it to: letusno@dss.ca.gov, or for more information, you can contact your local regional office.
**Baby-sitting By Footsteps Staff**  
Footsteps Child Care, Inc. strongly suggests against approaching staff members for babysitting

**Sexual Harassment Policy**  
Every child and staff member at Footsteps Child Care, Inc. has the right to be free from sexual harassment from adults and/or children. All harassment is unacceptable and prohibited.

**Unlawful Harassment**  
Footsteps Child Care, Inc. is committed to providing an environment free of unlawful harassment.

**Suspected Neglect and/or Child Abuse - Suspected Influence Under A Controlled Substance**  
All staff are legally mandated to report any instance of observed or suspected child abuse or neglect of a child.

**Release of Confidential Information**  
When we receive a request for the release of confidential information regarding your child, we take specific actions.

**Child Pick Up Security**  
If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list the designated person or persons on the [Child Release Authorization Form](#).
REQUIRED ENROLLMENT FORMS
FORMS TO BE ON FILE THE FIRST DAY CHILD ATTENDS CAMP
• Signed financial agreement/admissions agreement
• Identification and emergency information (LIC700) and two completed and signed emergency cards
• Pre-admission health history-parent’s report (LIC702), with current immunizations noted
• Consent for medical treatment (LIC702) - necessary for treatment by physician or hospital
• Parents rights form (LIC995A)– informing you of your rights as a parent or guardian of the child enrolled
• Personal rights (LIC613A)– informing you of the enrolled child’s rights
• Field trip permission, when offered

How to complete forms
• Once you register you will be emailed the adobe sign link
• Complete the forms only in adobe sign
• When you have completed the forms, submit the forms through adobe sign.

If your child has been in our program the past 3 years or you have enrolled for the coming school year and your forms are up to date and complete, you do not need to resubmit the forms.
HOW TO FIND 4-DIGIT PINS

Open your Procare app choose the child and click Profile button

Find the Parent or Authorized Pick-up person

Locate the Sign In PIN field
PROCARE CONNECT

CHECK IN & OUT PROCESS

1. Open app to view child’s profile.
2. Click to start Sign in & out process.
3. Scan QR code to open a specific URL to continue sign-in.

MOBILE APP

App will greet parent/guardian and show child(ren) able to sign in or out then select blue button.
PROCARE CONNECT – ELECTRONIC SIGN IN & OUT WITHOUT APP

CHECK IN & OUT PROCESS-QR CODE

MOBILE APP

Open camera app to scan the posted QR Code

Click to open a specific URL to continue sign in

Enter your 4 digit PIN and click the arrow on the keypad
PROCARE CONNECT

**CHECK IN & OUT PROCESS**

Pick the child(ren)
Signing in or Signing out

**MOBILE APP**

Blank page will be for the signature of parent/guardian and click DONE
COMMUNICATIONS

Communication: We encourage staff and families to get to know each other and ask questions about your child’s day during drop off or pick up. You can reach staff via ProCare Connect, email, or the site telephone.

Procare Connect: ProCare Connect along with our website, footstepschildcare.org, are our main methods of communication to families, and it includes newsletters, enrollment information and paperwork, licensing paperwork, updates and program news, and calendar events, along with child specific information and messaging between staff and family.

Newsletters: The summer newsletter sent through ProCare Connect contains pertinent information about the specific camp session to keep you informed.

Communication Accommodations: We strive to accommodate the written and oral communication needs of children, youth, and their families by providing or arranging for translation in the family’s preferred language when necessary. Staff speak a variety of languages, and the organization has access to translation assistance.
COMMUNICATIONS

QUESTIONS?
Many parents or guardians have specific questions; suggestions or problems and we want to meet your needs in the most efficient way possible.

Tuition, Payments, Bills, Receipts, Enrollment – Contact Footsteps Child Care, Inc. Administrative Office
Office Hours 9:30 – 5:00

Concerns About the Program, Your Child, or Staff
You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights, or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members.

1. Your Child’s Teacher (about your child)
2. Site Director
3. Executive Director or Deputy Director
4. The Footsteps Child Care, Inc., Board
5. Community Care Licensing
We have a very busy summer planned and are excited to have you join us this summer!

It is especially important children arrive by 9:00 AM daily for activities and special events.

ARRIVAL AND DEPARTURE
- Families and visitors will drop off and pick up at a defined area that each site will coordinate based on the site configuration. Your Site Director will provide this information during the orientation, and it will be included in the newsletter. Drop Off and Pick Up accommodates walkers, bikers, and vehicles.
- At drop off and pick up families will use ProCare Connect to sign using a full signature, first and last names, to sign a child in or out.
- Children must be signed in and out daily by their parent, guardian, or authorized adult, using a full signature, first and last name, either with personal phone or with center tablet. Those who occasionally pick up will sign in or out using a staff tablet or their personal phone if set up with the Procare app.

LATE PICK UP
All summer care ends promptly at the stated closing time, 6:00 PM.
- You are considered late if you pick up your child after the stated closing time.
- You are subject to a late charge of $1.00 per minute late. Footsteps Child Care expects families to pick up on time every day; late pick up is grounds for dismissal from the program.

CHILD PICK-UP SECURITY
- If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list the designated person or persons on the Child Release Authorization Form.
FINANCIAL INFORMATION

Tuition
- Tuition is due on Monday four weeks before camp begins.

Payments
- All payments are processed through the care.com portal.

Tuition & Enrollment Communication - Questions
- The preferred method for contacting the office is to email office@footstepschildcare.org.
- Responding to your confirmation email can be the most efficient way to communicate.
MEDICAL INFORMATION

Footsteps staff do a daily observation of the children upon arrival and observe children throughout the day for signs of illness, injury, or other situations.

- Children MUST be fever free for 24 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.
- Families must update and confirm a child’s emergency and medical information is correct and updated before their first day of enrollment in camp.

Footsteps Child Care expects a child to be picked up within 30 minutes of a parent or guardian being informed their child is exhibiting symptoms of illness.

We insist, that as a member of the Footsteps community and for the well-being of all, families and staff participate in informing us of communicable illnesses and exposures as soon as possible.
Medical or Dental Emergencies

• Safety First!
• If your child has an accident, such as a hard head bump or cut, the Site Director or staff will administer first aid. We attempt to build trusting relationships with the children, so a child feels comfortable informing staff about their physical well-being on a regular basis. Staff routinely notifies a family of an injury or accident when staff has seen, or staff has been informed about an injury or accident.
• If your child experiences a serious medical or dental emergency when in our care, we take the following steps:
  1. Call 911;
  2. Call the parent or guardian; if we are not successful, we call the names listed as emergency contacts;
  3. Call the listed doctor or dentist; and,
  4. Notify Footsteps Child Care, Inc. Executive Director.
• If a child must be transported by ambulance, a staff member accompanies the child until a parent or guardian arrives.
ILLNESS

- Please inform your Site Director of your child’s absence by the start of care on any day your child is absent via Procare Connect, email, or telephone.

- Contact Footsteps immediately if your child becomes ill with a contagious illness.

- If your child has been ill or injured, we reserve the right to request a note from a doctor before your child returns to our program.

- **Children MUST be fever free for 24 hours (without the use of fever reducing medication) before returning to the program.** We classify a fever as a temperature of 100.4 F/38 C or higher.

- **If a child is sent home from one of our programs due to a contagious illness, they MUST remain home the entire following day or if fever is present for 24 hours, no exceptions.**
Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner. If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed and signed Medication Form is on file.

The Medication Form requires:
1. Name of the medication and what it is prescribed for;
2. Dose amount and time dose is to be administered; including any special instructions; and,
3. Signature authorization of a parent or guardian and teacher.

- All prescription medications must be in their original prescription bottle, with the prescription label attached.
- Non-prescription medications—if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
- Child's medication and dosage container is labeled with child's first and last name.
- The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.
EMERGENCY PROCEDURES
Safety is our priority. To ensure the safety and well-being of the children and youth enrolled in our programs, Footsteps Child Care, Inc.:

• Will be responsible in the event of an emergency closing or disaster, for all children enrolled in the program, until such time as an authorized adult can pick-up the child;
• Updated disaster and mass casualty plan posted at each site; the plan is reviewed by staff on a regular basis;
• Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice;
• Most staff members are First Aid-CPR-AED certified;
• Staff receive training in emergency and disaster procedures and management;
• Programs have regular fire and earthquake drills;
• Staff is trained in Blood-borne Pathogens and Infectious Diseases;
• Staff receive training in suspected child abuse and mandated reporting;
• Staff receive on-going staff development opportunities in a variety of topics, both onsite and off-site; and,
• Coordinate disaster and mass casualty planning and coordination in the event of an emergency. We collaborate with the San Mateo County Big Five and local police departments.
Program Expectations

Footsteps Child Care, Inc. is a place that is safe, respectful, and friendly. We are inclusive and we are healthy. These are our behavior expectations, the staff models these behaviors, and we respect the dignity of the children, the families, and the staff.

- Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings.
- When a problem arises between children, children are encouraged to resolve their problem through discussion.
- Staff are available to help children with problem solving, make suggestions, offer support, help, and guide children to solve differences.
- Children are encouraged to recount the facts to each other, including staff, and to consider other ways to handle the difficulty in the future.
School Age Programs
The School Age Programs coordinates with the Belmont Redwood Shores School District to use the Positive Behavior Interventions and Supports (PBIS). Collaborating with the school district with this system provides the children with the continuity and consistency children need throughout the day to be safe, respectful, healthy, and to learn and practice making appropriate choices.

The main tenets of PBIS
- Trust and communication across families, staff, and children
- Staff teaches and models how to treat others with respect
- Staff uses systems for frequent praise and encouragement
- Children know the routines and expectations for behavior, so they are empowered community members
- Staff plans and offers engaging, relevant learning experiences for children
- Children experience voice and choice as they learn.

For more PBIS information - https://www.pbis.org/
No corporal punishment or violation of personal rights is allowed at any of our sites at any time.

Progressive Discipline & Removal From the Program

If the staff is unable to resolve a problem with a child’s behavior (such as chronic aggressive, abusive, disturbing, or destructive acts), the Site Director will:

- Request a conference with the parent or guardian to discuss the problem or situation. Together, a plan of action will be instituted to manage the problem.
- If the behavior or situation continues, or there is no improvement, the Site Director will inform the parent or guardian that the child's behavior continues to be a problem and will request a conference.
- The Site Director will apprise and consult with the Executive Director or Deputy Director concerning the situation, action taken, and plans of corrective action.
- **If the problem cannot be resolved, the Site Director will give the Parent or Guardian a notice of dismissal, in writing. This dismissal notice can be immediate if the situation warrants; especially if involves a child violating the personal rights of others (other children, staff, parents, themselves, etc.).**

Parents and guardians are expected to adhere to all the rules and regulations of our program.

We request parents and guardians do not discuss problems, concerns, or confidential situations in front of children or other adults.
HEALTHY FOOD & SNACK

Families must provide their child with a daily lunch in a self-contained bag or container.

Children are served nutritious AM and PM snacks daily.

Please make sure staff are aware of any food allergies your child might have.

Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

If your child will celebrate their birthday during camp, you have the option to celebrate your child’s birthday by choosing a non-food birthday option.

We do not allow children or youth to bring candy or sweets to the program.
CLOTHING & SHOES
We want children to feel comfortable participating in all activities offered, so please dress your child accordingly. **All clothing must be labeled with your child's full name.**

• For younger children, please send an extra set of clothing to keep in their cubby.
• Proper footwear is important so that the children may fully participate in outdoor activities. Tennis shoes are preferred footwear for all children and youth.
• Campers should bring a bathing suit and towel to remain at camp for water play.

REST OR NAP TIME
At Junior Explorers or Explorers Camps children, entering TK or Kindergarten, may take a rest or nap daily.

TOYS & GAMES FROM HOME
Footsteps Child Care, Inc. provides many opportunities and activities for all developmental ages and interests. Children should not bring toys and games from home, including video or electronic games.

*Footsteps Child Care, Inc. does not take responsibility for lost or stolen property.*
Weekly field trips are offered at some of our camps.

- The Field Trip permission form is an Adobe Sign form sent to you when you register; we require a full parent/guardian signature, using your first and last names.
- Transportation is provided by King’s Tours rented buses or via our vans/buses.
- Parents/guardians are welcome to join us on field trips.
- Any trips changed or added will require an additional or updated permission slip during the summer.
- Each child is given a camp-T-shirt to wear on all outings before the first field trip.
- On field trip days, lunches should be in a paper bag, carried inside your child's camp backpack.
- As of June 12, 2023, masks will not be required on Footsteps vehicles or rented buses. A child or staff member may choose to wear a mask.
Questions?

Time to break into your child’s camp specific rooms

Thank You!