

What Are The Outdoor Safety Procedures?

When campers are outside, the staff keeps a watchful eye on the heat index and follows the guidance regarding the amount of time children can be outside, based on the Youth Programs Weather Extreme OI. When the condition is Extreme Danger, all outdoor activities will be prohibited. This information is posted on the Parent Information Board in the lobby and changes as weather conditions change. Drinking water is available outside, and in each room, and children are encouraged to drink plenty of water. If you want your child to have his or her own water bottle, please send a labeled bottle at the start of the camp day. A personal water bottle would be especially helpful for off-base field trips and eliminate standing in long lines.

Accountability checks will be conducted frequently and will include a name to face check each time the group transitions. A first aid kit is kept on each vehicle and the staff are trained in Red Cross First Aid.

Sunscreen will be provided by the program. Parents will be asked to sign the annual permission slip for sunscreen. Staff will apply sunscreen 30 minutes prior to sun exposure. Bug repellent cannot contain more than 30% DEET and will be provided by the program. As with the sunscreen, staff will be responsible for applying bug repellent, prior to outdoor activities and field trips. Annual parent permission slips are required for bug repellent.

Outdoor play will be forbidden when there is lightning in the area and in extreme weather conditions. In this instance, children will be taken to a safe location immediately and the School Age procedures followed for severe weather.

Due to the excessive heat that occurs in the Florida summer, remember to dress your child properly so they do not become overheated.

What About The Trips?

There will be educational and fun on-base field trips offered. Children will be able to sign up for on-base trips and space on the bus will be limited to ensure the safety of all. Trips will depart at various times. Please check departure times closely so your child does not miss any of the fun trips planned. Staffing ratio for field trips may be enriched to ensure the safety of those attending. In situations where there are high-risk activities, this ratio may be adjusted to offer a safer environment.

Safety rules during the trips will be strictly enforced. This is important to ensure the safety of the entire group, as well as your child. Failure to follow the rules of participation may result in losing future trips or a loss of services.

How Will The Children Go On field Trips?

Children will be transported in government vehicles or chartered transportation for all trips. The vehicles are inspected and will be driven by licensed, trained drivers. Children will be expected to follow transportation safety rules at all times. This is important for the safety of all children and staff.

What If Something Happens On The Trip?

If there is an incident on the field trip, the staff will handle the situation and you will be informed once the group returns. In extreme cases, you will be contacted and informed about the situation and/or asked to pick up your child from the trip. This is done only when the staff is unable to control

the situation or your child is too ill to continue on with the group. For this reason, it is critical you provide a good phone number where you can be reached each day.

If your child does not follow safety rules or leaves the group, they may not be allowed to participate in future trips and/or denied services. This will be determined by the program manager and will be on case-by-case basis.

How Will I Be Kept Informed About the Camp Program?

Please provide the program an e-mail address so any schedules, changes or notifications maybe sent to you. This is the quickest way for the program to keep parents informed about the camp program and helps eliminate the need for numerous copies of printed materials. Special announcements and reminders will be emailed to you, posted on the front entrance, or provided on a flyer. Staff will provide updates to you at the end of the day if there have been any incidents or accidents.

What Is My Role As A Parent In Summer Camp?

Parents are welcome to visit the program at any time. You may assist with day-to-day activities or be a guest speaker. Other ways parents can help:

- Call SAC prior to 0900 if your child will not be attending camp or is coming in late
- Taking home wet clothing and towels daily
- Arriving on time on trip days and picking up your child before close of business each day
- Making sure your child is dressed appropriately for the day's activities and weather and to include closed-toed shoes
- Taking home crafts and projects
- Ensuring your child is not bringing hand-held games, CDs, radios, cell phones or food from home
- Discussing the rules of participation

Harmful Substances

In accordance with AFI 34-144, smoking, consuming alcohol, using tobacco products (including e-cigarettes) and/or using illegal or illicit drugs (including marijuana) are strictly prohibited in the sight or presence of children/youth participating in any CYP program or sponsored activities. This includes outdoor CYP activity areas.

Reporting Suspected Child Abuse

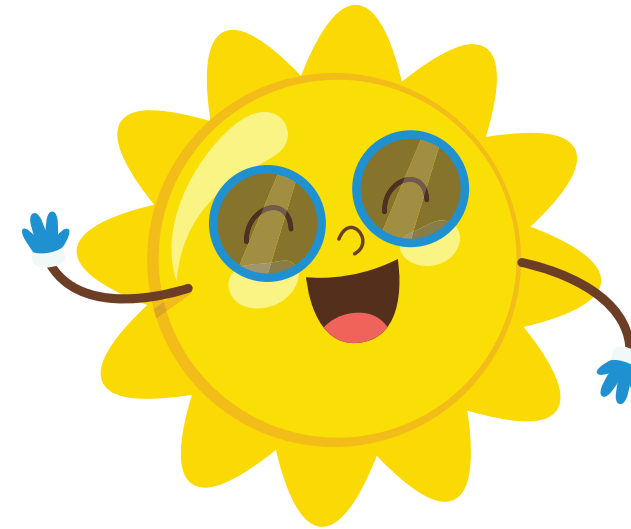
All MacDill Child Care facilities to include the School Age Care are required to report any suspicious family maltreatment to Family Advocacy in accordance with AFI 4-301.

The phone number for
Family Advocacy is
(813) 827-9172

The DoD Child Abuse Hotline is
(877) 790-1197



Contact School Age Care for Events, Themes and Dates



School Age Care

2410 Florida Keys Avenue
Building 307
MacDill AFB, Florida

Visit us online at

macdillfss.com/school-age-care

Important Phone Numbers

SAC Coordinator.....(813) 828-6758
Chris (Gilchrist) Eggleston

Front Desk(813) 828-5971
Christy McComb

Training & Curriculum Specialist(813) 828-3448
Cynthia Washington

Youth Programs Director(813) 828-7956
Chris Hug



Welcome to MacDill School Age Summer Camp

Thank you for choosing the MacDill School Age Summer Camp for your child's care. Our program offers exciting and varied day camp activities sure to appeal to your child. Our program meets or exceeds the national standard for care and is an accredited program through the Council on Accreditation. The pace of the program is fast and fun and offers many things our staff is not able to do during the school year. Trips, guest speakers, crafts, drama, cooking, science, creative writing and many educational opportunities have been included for your child to choose from. We hope the program meets your needs for care and look forward to hearing your evaluation of the services you receive.

Have a Safe & Fun Summer!

What Is MacDill School Age Summer Camp?

MacDill School Age Summer Camp is a day camp program consisting of educational, recreational and exciting opportunities for children who have completed kindergarten through age 12. Those eligible for summer camp must be children of active duty personnel, DoD civilian employees or DoD contractors. The summer camp program offers children a variety of activities and trips that foster positive youth development. Each day is structured to offer something of interest to each and every child in a safe and comfortable day camp atmosphere.

When Will Summer Camp Begin/End?

What Are The Hours Of Operation?

Summer Camp is 30 May - 4 August. The hours of operation are 0630-1745. Please note: Parents picking up after our current closing time will be charged a late fee after the 3rd late pick-up following a 10-minute grace period IAW the current DoD fee policy. SAC will be closed on Monday, 19 June (Juneteenth) and Tuesday, 4 July.

**For Summer Camp prices, please call
the School Age Care Front Desk:
(813) 828-5971/6758**

When Are the drop-off and pick-up procedures?

At drop-off, parents will escort their child(ren) to their assigned room and sign them in using AF Form 1930. At pick-up, parents will sign their child(ren) out using the AF Form 1930. Adults other than parents who are authorized to pick-up your child will be required to show their ID. This may take a few minutes to confirm they are authorized to sign out your child. We are required to contact you if your child doesn't sign in before 0900 each day. Please call if your child will be arriving late so we can complete our accountability check.

When Are Payments Due?

Summer Camp payments will be made weekly via the CYPBMS payment system. Please see the front desk if you have any additional questions or concerns.

Where Will My Child Go For The summer?

MacDill School Age Summer Camp will be located in Building 307. Parents will sign campers in/out via the AF Form 1930 located in each room and the CYPBMS iPad located in the lobby. Children age 9 and older may sign themselves in and out of the program with written parental consent. Camp activities will include both on and off-base field trips. If you need to pick up during on-base field trips, please coordinate with the SA staff at least 24 hours prior to pick up at the trip location. Pick-up at off-base field trip locations is not permitted. Campers will return to Bldg 307 before the end of the day and will need to be picked up no later than 1745.

Who Will Be Supervising My Children at Summer Camp?

The summer camp staff will consist of the School Age Care staff. To assure the best possible camp experience, all SAC staff members receive training in various areas, including: First Aid, CPR, Appropriate Guidance, Identification and Prevention of Child Abuse, Communicable Diseases, Special Needs Training, and Administration of Medications. School Age Summer Camp maintains a staff-to-camper ratio of 1:12.

How Do I Withdraw From Camp?

If you wish to withdraw your child from School Age summer camp, you will need to give a two-week written notice. If you have to withdraw from camp or change reservations due to military orders, you will need to contact the SAC Coordinator, and this will be handled on a case-by-case basis. You will need to provide a copy of your orders when asking for consideration about cancelling established reservations. Please provide the program as much notice as possible in these situations so our staff can ensure the camp spaces are utilized. Reservations for individual weeks may not be cancelled once submitted except as noted.

What If My Child Misses Part Of The Week?

The reservations you made for camp ensures your child's space is reserved for the entire week. Making a reservation gives School Age critical information when planning. If your child chooses, or is not able, to attend a portion of the week, you will still pay for the reserved slot. Please call the program at 828-6758 or 828-5971 if your child will not be attending care or is coming in after 0900. We are required to complete an accountability check each day and want to ensure your child is safely accounted for.

What If My Child Has Special Needs/Special Medication?

The program will gladly accept children with special needs if the program can reasonably accommodate their needs and their presence does not endanger the health and safety of other children and the staff. This includes but is not limited to children who have ADHD, developmental delays, food allergies, asthma, chronic illness, autism, and seizures. A Health Assessment must be initiated and completed prior to a child starting care. Additionally, A Special Needs Care Plan (SNCP) may be required. The plan is available at the program and requires written input from parents, and the child's medical provider. The plan outlines the requirements needed to ensure the safety and well-being of the child while in the program. The SAC Coordinator will meet and work with family to determine the best placement, reasonable accommodations needed if needed, auxiliary services or aides and an action plan. If reasonable accommodations can be met, the SNCP will be reviewed by the Installation Inclusion Action Team. This team of professionals includes the Medical Provider, CYP Managers, the Flight Chief, Exceptional Family Member Program Coordinator, and the parent. The plan may outline the recommendation/requirements for care such as medications, adjusted ratios, and special services.

The Health Assessment/SNCP must be updated annually or more often if any changes are needed. The renewal of the SNCP must be reviewed and signed by the parent, SAC manager, the medical advisor and the child's physician.

What If My Child Becomes Ill?

Children will be screened daily for illnesses in accordance with the most current Air Force guidance for handling COVID-19, and the "American Academy of Pediatrics' Managing Infectious Diseases in Child Care & Schools." We request that if your child is ill they not come to care in an effort to protect other children and the staff. Children who appear to be ill or who show visible signs of illness will be closely screened, and may be denied admission or sent home to receive medical treatment. Children will be re-admitted in accordance with the above-mentioned publication and guidance. If your child is taken to a physician and requires medication, you are responsible for ensuring they have been on medication for at least 24 hours prior to participation in camp. In addition, if your child is too tired to keep up with

the daily schedule, you will be called to pick them up. We are not able to leave rooms open for sleeping youth, due to staffing. Children will need to be able to go with their peers to other rooms, actively participate in trips and go outdoors throughout the day.

The medication policy for school age children will follow the guidelines in the Parent Handbook. Only medications with a prescription will be administered by the School Age staff. If your child becomes ill while on an outing, you will be contacted and may need to pick them up at the trip site. Whenever possible, the staff will provide care so parents do not have to pick up while the group is on an outing. In life threatening emergencies, 911 will be called first, and then a parent.

In an effort to reduce the spread of infections, children will be encouraged to wear a mask, and under no circumstances should they share a mask with another child. We will also require more frequent handwashing and cleaning of all surfaces before and after use. Some items that cannot be cleaned will not be available for use.

How Will The Staff Handle Guidance, Discipline And Behavior Management?

The School Age program provides a caring environment which encourages growth and discipline, self-control, and respect for others. Children will not be allowed to hurt themselves or others. An effort will be made to resolve all issues prior to contacting the parent.

The first effort to correct the situation will be for the staff to speak to your child about the behavior. If the behavior continues, your child will be removed from the situation, which may mean a loss of participation in certain activities. The next step will be to address the behavior with a parent.

In extreme cases, a child may lose his/her space in camp. This will be evaluated by the Program Coordinator and Youth Programs Director and is only done as a last resort for repeated or significant behavioral issues.

What are the expectations for behavior?

The program behavioral expectations are discussed with youth at the start of the week and are posted next to the locator board.

- Touch only what belongs to you
- Clean up after yourself
- Walk inside
- Be kind
- Have fun

How Does The Staff Handle Incidents/Accidents?

If your child is injured while in School Age care, staff will write an accident report (AF 1187) and have it available for you when you arrive for pick-up. Please read the form, ask any needed questions, and sign. Staff will administer first aid, as needed, but are not authorized to apply or give any medicine during an emergency. Exceptions to this rule are further explained in the section regarding illness and special needs.

If your child is involved in any incident while in School Age care, staff will discuss what happened. The School Age staff will ensure the treatment is fair for all children involved and will resolve the issue prior to notifying parents. At no time will parents be allowed to talk to other children in the program who were involved. This is done to protect all of the children and is the responsibility of the staff. If your child has misbehaved, please be sure to reinforce the participation rules of the camp.

What Will The Camp Day Look Like?

This year's camp will have a weekly schedule. It will include guest speakers, specialty camps, festivals, staff-directed activities and on/off base field trips. Field trips will be based on current health conditions and are subject to change without notice.

Free time will be scheduled each morning so children can do a variety of

activities. This will last from 0630 till 0815. Breakfast is served 0815-0845. At 0845 daily, the camp program will start and may include swimming, guest speakers or instructors, field trips or planned activities. During the planned activities, various staff-directed programs will be offered and children will have the opportunity to do the activities offered. When there are planned activities offered, some program areas may be closed to enable staff to interact with children and to maintain safe ratios. Children will still have a choice about the activities they engage in but will be encouraged to participate in the camp program. Lunch will be served 1115-1145. After lunch, there will be more staff-directed programs for the rest of the day. Snack will be offered at 1415-1445. Large off-base trips are scheduled for each room. Children/youth are expected to keep up with the pace of the program. If a child becomes too tired to keep up during the day, parents will be notified to pick up their child from care. This is done to ensure the safety and accountability of all participants.

What Meals Will My Child Be Offered?

Breakfast, lunch and afternoon snack will be provided daily. Menus will meet USDA Child and Adult Care Food Program requirements. Breakfast will be served 0815-0845, and lunch will be served 1115-1145. Parents bringing children in after these times must ensure children have eaten. Once the meals end, we clean up and get rid of any leftovers and start prepping for the next meal. For this reason we typically do not have food saved after meals end to feed children coming in late. Food and drinks (except water) may not be brought into the SA Program. Children with documented food allergies or food restrictions, due to religious reasons, will be offered an alternate food. These changes require a written and approved Special Needs Care Plan. These exceptions require a written request to the SAC Coordinator for review and will be handled on an individual basis.

What Do Campers Need to Bring?

- Campers will need to dress in comfortable, cool clothing and wear socks and walking shoes. Open-toed shoes are not permitted. Children wearing open-toed shoes will not be accepted for child care
- During water play days, a bathing suit, towel, and closed-toed shoes are recommended, as is a plastic bag to carry wet items home
- Water bottles are highly encouraged
- Please do not allow your child to bring in personal games, movies, toys or cell phones
- Lastly, please label all of your child's belongings with a permanent marker

