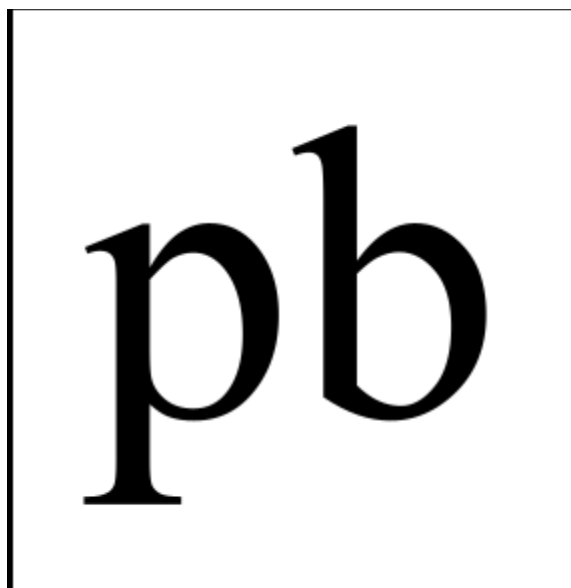


KiDVENTURE



Playbook

After School

Revised June 23, 2023

PLAYBOOK INTRODUCTION

We recognize that everyone has a different learning style. After 20+ years of running camps, we have tried various teaching methods and best practices to prepare our staff for the first day of After School at Kidventure. Some methods have proven to be more effective than others, and each year we hope to focus and move forward with our trainings. In the following pages, you will find “plays” and procedures that have emerged from years of trial and error. Please take time to read and understand your roles in these vital systems to keep our students safe. This playbook is designed to aid you as you prepare for an incredible job that will quite possibly redefine who you are.

AFTER SCHOOL PLAYS

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*Your guide to winning strategies
for all the Kidventure After School
plays.*

WHY WE PLAY: The Kidventure Way

At Kidventure, the core of our mission is to help build the self-esteem and self-worth of every child. We do this in many ways, but above all, we do it by treating everyone and everything we come into contact with, with the highest amount of respect.

We're teaching and modeling strong character for our students. They do what they see, and we want them to see role models! The KV Way can't be fully explained because it means so many things, but here are some ways you can practice it:

Play! Yes, you have a job and responsibilities to take care of at After School, but that doesn't mean you shouldn't find joy in it. It is absolutely okay, and definitely expected, for it to be obvious that you are enjoying yourself while you're with students. Make sure that kids are safe and that you don't lose sight of KV procedures while you're at it!

Set a great example: If we expect our students to act in a certain way, we should be doing the same! If we want them to have energy, show energy. If we want them to be listening to the counselor or director speaking, we should be listening to the counselor or director speaking and not talking to other staff members.

Do more than what is expected: If you see something that needs to be done, and you can do it, please do! Even if it's not your assigned duty, or if you know who's responsible, lend a helping hand. Throw that leftover trash from snack away if you see it when you're walking through the lunchroom. Open the door for the counselor bringing in equipment from outside. See anyone that needs a hand? Lend it!

Act with integrity: If you make a mistake, own it! We love mistakes because they offer a learning opportunity and help us discover better ways to do things. Though there are some mistakes that can't be made, especially regarding student safety, we want you to know that you've got support from your supervisors if you need help figuring out how to do something!

Be creative and be yourself: We hired you for a reason. We want you to be yourself and bring your ideas, talents, and energy to After School. If you have a suggestion, make it. We have so many different kids at After School, they each need role models, and your unique traits are perfect for someone!

Remember our unifying principles: RESPECT, TRUST, TEAMWORK, COMMUNICATION, GROWTH. Keep these at the forefront of your mind as you go about your work and we will have a great After School year!

Remember: The KV Way extends beyond After School. To truly embody the spirit of After School, these traits must be practiced throughout the year!

HOW WE PLAY: All you need to know about how After School runs

Each site and program is different, but the managers, directors, and counselors all work from the same basic framework. Our After School days are made up of a few key components, and it's up to the staff team to bring the magic!

THE AFTER SCHOOL DAY

An example of how a typical After School day might look:

3:00 pm: Arrival, Sign in, Announcements

3:15 pm: Snack/Restroom

3:30 pm: Homework

4:00 pm: Restroom

4:15 pm: Outside

4:45 pm: Restroom

5:00 pm: Curriculum

5:30 pm: Post Camp

Curriculum supplies and instructions will be provided for you to complete with your group daily. Each day is a unique holiday celebration that will need to be introduced and referenced throughout the day. It is your job to make each day fun and exciting!

Monthly Activities: Each month we will have an opportunity for students to complete unique activities. These include master challenges, breaking Kidventure records, drawing challenges, and more! It's important that you understand and are prepared to lead these activities. It will be up to you to ensure these activities happen throughout the month.

Professionalism at Camp

We have many employees with varying backgrounds of professional experience. We recognize for some, this is their first professional job, so we want to set our professional expectations.

Punctual

Being on time is late and arriving early is on time. You are needed each day and needed on schedule. When you are late you are forcing others to bear the weight of your job until you arrive, which may cause us to be out of ratio and create an unsafe environment.

Look the part

Take pride in what you do and dress to impress, put your best out there every day. Just because we are in athletic gear does not mean we can't look lights out in the process. Remember, you are representing yourself and Kidventure.

Preparation

Doctors spend 8-10 years preparing for what they do. We do not expect that kind of preparation, but you do have to be organized and prepared for your day. Know your shift time, your job duties, activities, upcoming holidays and other things going on that day and be ready for them. If you have a dress up day come ready to jump in and have fun.

Ask Questions, Seek Answers

Being professional means you do what is needed to fully understand expectations. Ask clarifying questions or if you have no idea, just ask. Seeking answers and solutions is how we become proactive so that we can be prepared and lead confidently. We want you to ask questions, seek guidance, so that we are prepared and can alleviate possible issues later.

Drive and Determination

Have a drive to do things and do them right. There are a lot of ways to cut corners, save time, and maybe come out on top in the short term but we want to make sure we do things the right way. Go the extra mile to make sure we are doing our best at every given situation.

Servant Leadership

Understanding the bigger picture outside of ourselves. A great leader understands that it is not about them but those around them. Be a team player; if you finish your job duty and see a co-worker still doing theirs, lend a hand. Always look to lend a hand and ask what else can be done.

Attack Challenges

There will be times when things do not go as planned. Whether it is a coworker that you do not like, someone being unjust, an angry parent, a project that tanked, we want to dive in and attack the issue to find a solution. Attack the challenge, identify the issue, and find a solution to resolve what is going on.

Be Transparent

Be transparent about what we are working on, what we do well and where our challenges and concerns lie. We must remember to be respectful and remember the overall mission we are trying to accomplish. We can be transparent and truthful while being tactful and respectful to everyone involved.

COMMUNICATING WITH PARENTS

How we speak to our parents is more important than you can imagine. Saying something positive to our parents when we see them will make a huge difference in how they perceive our After School program. Saying nothing or worse, something negative, is unacceptable.

Here are a few plays we expect our team to follow through on:

1. Always say 'Hello' or 'Good Afternoon' when you see a parent.
2. Get to know their name. This not only makes them and you feel good, it also serves as a safety precaution and better knowledge of who is on campus.
3. If a parent has a question for you, do your best to answer it. If you don't know the answer, locate your supervisor for assistance. Never leave them with an "I don't know!"

4. You have to remember that you are the most important part of their child's life during After School. Make sure you let them know that you understand that!

PICK UP

The importance of sound and friendly pick up procedure is paramount. What a parent sees and feels when they pick up their child will create and form their impression of After School. Great things could happen during the day, but they won't necessarily see that, so what they see during pick up becomes their impression.

Regular After School Pick Up

During regular After School pick up (End of School to 6:00 p.m.), parents will pull up in their car to each campsite's designated pick up location indicating the flow of traffic.

Pick Up will include the following:

1. Kidventure After School uses an electronic sign out system.
2. Someone is designated to sign out each child indicating time left and have the parent sign.
3. Greeting the parents and children is essential. Please ensure that those counselors doing the sign in and out are very good at greeting!
4. Parents must know their unique, personal pin number in order to pick up their child.
No child is released unless that person is authorized to pick up that student(s) and knows their pin number.
5. **If the pin number is not known, then an ID must be shown and matched to that student's account of authorized pick-ups.**
6. If necessary, call mom and/or dad to verify that a person not listed is able to pick up their student.
7. If you believe that a person is not capable/coherent enough to pick up the student, notify your supervisor as soon as possible. The child's safety is our number one priority!
8. After 6:00 p.m., parents are charged a \$1 per minute per child late fee. This money is to be collected by staff and split among the remaining counselors. We greet them, ask if everything is okay, and then explain the policy. If they show resistance, a director will work to resolve the issue.

ANNOUNCEMENTS

Announcements will be held daily with groups to build After School unity, excitement, bring holidays to life, and express Kidventure expectations. This may vary by day or enrollment. Regardless, announcements should be catered towards the age group that is participating.

Welcome/Introduction of Staff

We have to remember that although there may be many kids familiar with Kidventure and the KV Way of doing things, there are also a lot of kids that may be walking into After School

for the first time. Also remember that for our young students, being in school all day and then being in After School until 6pm becomes a really long day for them. Our welcome needs to be inclusive of everyone, have lots of energy, and get people active! As we introduce staff we want to be as funny as possible. Intros could include a funny skit, a song, or a staff member telling something silly about themselves, etc. – be creative! Make it fun, energetic, crazy and memorable. This is also the ideal time to start bringing After School to life.

Group Games and Energizers

This is when it gets really fun and really interactive. There are lots of games and energizers to pull from in the curriculum and in your group's Resource Binder. Make sure you explain the rules or movements REALLY well. Be thorough and make sure to press pause if needed to reinforce a certain rule. All games and activities should be age-appropriate. This is a reflection of how FUN After School is so, give it all you've got!

Introduction of the Hidden KV

What is the hidden KV? It is a plastic/laminated KV logo about the size of a regular sheet of paper. The hidden KV will be given to each site at the beginning of the year. It is the director's job to hide this, as often as you see fit for your site. Let your students know when it is hidden, so they can be on the lookout. The KV can be hidden in any area of the site to which the students have access. You want to give everyone a chance, so make sure it is in a place through which all groups travel. This could include the gym, cafeteria, playground, bushes, walkways, etc. The group or student that finds the KV will get a special privilege.

Examples for 1st - 8th special privileges:

- Pick three counselors to compete in a pie eating contest
- Challenge another group to a relay race

Examples for Early Childhood special privileges could be:

- Earn more recess or playground time
- Free art or painting time
- Get stamps or stickers

Tickets and Prize Box

Each After School site will have a prize box full of prizes. To earn a trip to the prize box, students must earn a ticket, write their name on it, put it in the ticket box, and then have their ticket drawn. Each counselor will have tickets to use each day. Students can earn a ticket when they do something extraordinary or above and beyond. Some great examples are picking up all the balls in the gym, holding the door open, collecting people's trash and throwing it away. These are tasks deserving of a KV ticket. The more you make of it the bigger it becomes, so make it a BIG deal! When you give a ticket to a student, don't do it silently. Get everyone's attention and give it to the student and tell everyone why. When students receive tickets they write their names on the back of the

ticket and drop it into the ticket box. Discoverers and Explorers will each have their own ticket box. Most sites share a prize box. Suggestion: Walk the prize box in with counselors while chanting or singing a song.

Tickets are about more than just prizes: they are really about reinforcing the positive and not the negative. When we see a student do something good, we reward that with a ticket. If a student shows negative behavior and we stop everything to address it, we reward them with attention. At Kidventure, we would rather give 9 tickets to those showing positive behavior than to reward the 2 that are showing negative behavior. This is the KV Way. This is not to say that we should not address behavior problems; our first step, however, should be through positive guidance and discipline.

PLEASE NOTE: We work to make sure that ALL students get to the prize box at some point during the month. Keep track on your group list or resource binder to ensure all students get to the prize box at least once a month.

Raffle Prizes

After School is 9 months long and sometimes the prize box can become boring to students. To help pump up excitement and have students wanting to earn tickets, each site will hold a raffle once a month. Each age group at each site will receive 2-5 bigger, more exciting prizes to display at the beginning of the month. Students that then earn tickets for positive behavior will get to distribute their tickets to one prize, or all three, for a chance to have their ticket drawn. Each prize is then raffled at the end of the month. For students, the more tickets they earn the better chance they have at winning the prize of their choice.

After School Rules - The 3 R's

Respect yourself
Respect others
Respect your surroundings

This is not school; it's After School, and we want to have fun! At the end of the day almost everything comes back to the 3 R's. Say them often and follow them always!

Small Groups

This is really where our impact can be greatest with students. We have the opportunity to get to know a group of students fairly well and show them the time of their life. If students are uneasy about After School, this is where we can eliminate that feeling by introducing them to others and helping them get comfortable. There are many examples of games and icebreakers in your curriculum.

Welcome/Energizer

Welcome all of the students to the large group and get them pumped up about the day. You could squeeze an energizer or two in here.

Highlights of the previous Day/Week

Sometimes because of all of the fun we have had our students forget exactly what they all did that day. As we get them pumped up we want to go through some of the cool things we did that day to get them re-excited and remind them about the holiday and adventures of the day. This serves two purposes. One, when students get in the car they have those activities fresh in their head and second, it gets them excited about the day they had.

Counselor Challenges

At almost every rally, we perform counselor challenges. This is where two or more counselors go head to head competing in crazy, wacky games or challenges. The students love to see counselors (and directors) go head to head competing! See the curriculum for these challenges and other ideas. This may also be tied to the Hidden KV or other special events throughout the day. These are generally fairly messy and lots of fun. Things to keep in mind:

- We don't force any counselor to participate
- Remember any food allergies
- Time – don't choose challenges that will take too long.

Energizer

Roll out an After School favorite energizer and have fun! See Slack and YouTube Videos for ideas and resources.

Ribbon Ceremonies

Ribbon Ceremonies are an integral part of our monthly program and a Kidventure tradition.

Each student will be presented with a ribbon. This ribbon acknowledges our students for something great they did during the month. For large sites, we suggest the presentation of ribbons takes place in small groups. There is simply not a time to do this in a large group setting. Here is how we do the Ribbon Ceremony:

1. Each counselor is responsible for determining the award for each of the students in their group.
2. Counselors are given the proper number of ribbons for the students in their group each week.
3. Ribbon awards must be approved by the site Directors.
4. Ribbons have cards on the back. Each counselor will fill in the cards indicating what they are being awarded for (i.e. Most Athletic, Best Helper, Most Spirit, etc...)
5. This is a positive award, so please make sure that your award cannot be twisted, misunderstood, contain sarcasm, or be repeated.
6. During the Rally ribbons will be presented. It is a big deal!

NOTE: Keep track of awards given to each student for future months so we do not repeat an award.

POST CAMP - AFTER SCHOOL

Post Camp - After School is generally from (5:30 - 6:00 p.m.) We structure post camps differently than regular After School, but the program remains one of our most important and crucial times during the day as it is the busiest for students being signed out.

Pick Up Procedure:

See details in the Pick Up section under Parent Communication

Post Camp - After School Set Up

Each campsite will have a designated area(s) for Post Camp After School. In this area we will establish the following:

1. We set up zones where kids can choose what to do. These zones consist of:
 - a. Board Games
 - b. Art/coloring area
 - c. Athletics (if we have access to a gym/multi)
 - d. Other
2. Staff constantly monitors a station, organizing, and ensuring the safe operation of this part of the day.

TRANSITION TIME

Transitioning from one activity to another, or a variety of other transition scenarios can appear as unorganized and a potential safety concern. This is why we emphasize transitioning.

Effective transitioning begins with counselors that can take command of a group of children, hold their attention, and expedite the move to wherever they are going next.

This can be done in a variety of ways. Here are just a few:

1. Have a contest to see who can line up and move the quietest
2. Play a line game. (Line up by age, birthday, height, and do it without talking)
3. Have the kids imitate you (walk like a mummy, say a quiet chant, etc.)

Essentially, you want to capture their attention and hold it. Instructions must be given immediately after and attention getter is effective. Now that you have their attention, use it, don't lose it! It takes some creativity and skill, but you can do it!

How to do an Attention Getter

1. Loudly say the attention getter to the group
2. Pause and wait for response

3. Acknowledge kids that have responded and given attention by thanking them individually by name (do this with excitement, loudly and quickly)
4. Repeat attention getter to group
5. Pause and wait for response
6. Acknowledge kids that have responded and given attention by thanking them by name loudly.
7. Ask to see everyone's eyes so you know they are listening
8. Never talk over kids or make your announcement until everyone is quiet and listening

RESTROOM PROCEDURES We pay special attention to restrooms and how our children go to and leave from them. Counting our students at all times is key to this and every process. When bringing children to the bathroom as a group the following is to be observed:

1. When making a restroom stop it is important that there are 2 counselors with the group. One counselor will enter the restroom and scan the area or "sweep." This means the counselor checks out the restroom noting anyone or anything suspicious.
2. The second counselor is organizing the students in a line preparing them to go into the restroom. Count your students to confirm numbers.
3. The first counselor stays at the door of the restroom and instructs groups of kids to enter the restroom and go to the bathroom. When done, they exit, and the second counselor organizes them back in their lines.
4. When all the kids have gone to the restroom, the first counselor sweeps the restroom again ensuring that all students are out. Students are counted and confirmed. Also, please make sure the restroom is clean and in working order. We do not want to waste resources or leave a big mess for the custodian.
5. If an EC student has an accident, notify your Wayfinder/Director immediately. A student should never be left alone in the bathroom and will likely require assistance.

Restrooms are one example of a place where we will not be able to see our kids at all times. Due to this, it is absolutely necessary that you have an accurate count before allowing kids to enter the restroom and that you confirm those numbers afterwards.

DISCIPLINE It would be fantastic if we never had to deal with one discipline problem, but discipline issues can be minimized with a little planning and creating the right kind of atmosphere.

Preventing Discipline Challenges

1. Most times, problems occur when kids are bored. Make sure students are engaged.

2. Transitions can be a tough area – engage students in an activity as they move.
3. Make sure students know the 3 R's and the expectations.
4. Utilize positive reinforcement. Use the KV Ticket system! Don't wait until something goes wrong. Make sure you let kids know when they are doing a great job. Other kids will notice and want to receive the same kind of attention.

When Discipline Challenges Do Arise: 3 Strike System

1. First Offense - Get down on their level and speak to the child individually, addressing the behavior and redirecting them. Explain what consequences will be enforced if they continue with this negative behavior. (First Warning)
2. Second Offense – remove the student from the activity, speak to the child individually, address the behavior and follow through with the consequence such as providing an appropriate task or confirming they understand the expectation before rejoining the group. **We do not take away recess/active time and we do not punish a group for the actions of one or a few students.** (Second Warning)
3. Third Offense - remove the child from the activity and work with your Wayfinder to address the issue at hand. Parents are generally brought in the loop at this stage. The director will work with the parents to determine a suitable consequence or appropriate discipline plan. (Third Warning)

Behavior That Demands Immediate Director Involvement

1. Fighting
2. Using vulgar language and demeaning any other child or adult
3. Running away or posing a threat to himself or anyone else

FIRST AID AND EMERGENCY PROCEDURES

All Kidventure Staff should be trained and certified in First Aid and CPR. Using your training, please approach and treat each situation as needed.

First Aid Procedures

We do our best at After School to ensure the safety of our students, but we know that from time to time an accident will happen and a student will scrape their knee or get sick. In the circumstances when we need to administer first aid, please follow these procedures:

1. Assess the situation and if possible move the student to the first aid station.
2. Treat the student as needed.

3. Document the incident in the After School medical log including:
 - a. Date and Time of Incident
 - b. Student's FULL Name (Not just first and last initial!!)
 - c. Injury/Incident
 - d. Treatment or Remedy
 - e. If parent was called
 - f. Counselor's FULL NAME that treated
4. Immediately notify the Director about the injury so that proper communications to the student's parents can take place at pick-up. If the injury is more severe or the child is ill, we should seek immediate communication with the student's parents via phone call. Fever, head injuries, and possible sprain/strains are just a few examples.
5. If the injury or incident is more severe or becomes severe an Incident Report must be filled out (see below). Directors must notify the After School Coordinators about the situation.

Incident Report/Form If there is a more serious medical concern, you must fill out an incident report and put them in the appropriate student file. This would include incidents that are multi-step (more than just a simple treatment) -OR- severe injuries (911 or emergency room visits). Ex: if we have a head injury, we call parents and give ice. (Medical log only). However, if they start to get swelling or a goose egg and you call the parent again, that moves to an incident form so we document it.

"Sympathy" Band-Aids and Ice It is inevitable that we will have a student that approaches us about a bump or scrape that to the human eye doesn't exist. It is not that the bump or scrape never happened, but a mark or evidence of it happening is unseen. Although necessary first aid may not be needed, we also know that a "sympathy" band-aid or ice can make the world smile again. Do not hesitate to give out this type of kid-friendly first aid.

Emergency Procedures – In case of:

1. Fire
 - a. Each facility has its own evacuation plan in case of fire or emergency.
 - b. Each site will hold its own staff training and be familiarized with fire exits and where fire extinguishers are.
 - c. Get everyone quickly and safely out of the building. Dial 911.
 - d. Fire drills are to be held 1x a month and must be documented on the appropriate state sheet.
2. Lights out During After School
 - a. During storms power failures our lights may go out. If possible, in advance, instruct the students to freeze and quickly and in lines exit to a naturally lit area in the event the lights go out.
 - b. All sites will have emergency flashlights available.

3. Tornadoes and High Winds

- a. When threatening, in advance, instruct all students and parents to calmly and quickly get into the nearest safety area. Students and staff should duck and cover.
- b. Have all doors closed if possible.
- c. Bad weather drills are to be held 1x every 3 months and must be documented on the appropriate state sheet.