

*PARENT HANDBOOK***Summer Discovery Day Camp Parent Handbook****Table of Contents**

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2017 Summer Discovery Camp Parent Handbook

Quick Notes...

- Campers may not bring cell phones or smart watches to camp
- Campers may not access the internet at camp.
- Apply & bring sunscreen daily. Non-spray is required for Cubs/Scouts/Explorers.
- Bring a healthy morning snack, lunch & water bottle. Label all belongings.
- Leave all medications (including over-the-counter) with the Day Director and complete a medication permission form. No medications are allowed in backpacks/lunches/pockets
- Bring photo I.D. to check-out and allow 15 minutes
- We will not release your child to someone who is not listed on your registration form.
- Sick children must be symptom-free for 24 hours before returning to camp
- Late fees apply at 12:31 (for AM) and 6:01 p.m.
- Backless shoes are not allowed except at the pool; shoes must be safe for play
- We will walk campers to the 4:00 swim lessons only (separate sign-up required)
- Alert a director if your child has swim lessons at the 4:00 time.
- Day changes must be made 2 weeks in advance using the proper change form.
- Credits and refunds are not given for no-shows, and days are not changed for absences.
- We do not walk campers to every activity in the guide. Check with a director in advance.
- Session payments are due in Customer Service by 5:00 p.m. on the due dates or extra fees apply. Payments made after the due dates must be approved by the Director.
- A parent/guardian must be available at all times in case of emergency.
- There are no drop-ins on field trip days.

Phone numbers:

Day Camp modular: 889-5619
Customer Service: 885-8461 ext. 0
Debbie Thomas, Manager: 863-4618
Customer Service fax: 823-0872

Hours of Operation:

Monday-Friday (closed 7/4)
full-days: 7:00 a.m. to 6:00 p.m.
Half-days: AM 7:00 to 12:30
PM 12:30 to 6:00

Website: www.auburnrec.com

Location: Recreation Park Modulars

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Discovery Day Camp is an active recreation program incorporating all areas of Recreation Park utilizing the outdoors for a majority of the day.

In order to properly maintain a safe and healthy environment for all children attending, all campers must:

1. Be able to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision.
2. Be able to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Be able to handle their own basic personal hygiene/toileting needs.
4. Include proof of current immunizations with registration

Our playgrounds are built for ages 5 and older. By registering your 4-year-old in Summer Discovery Day Camp, you are giving permission for him/her to use these playgrounds.

Assigned Groups:

Campers are placed in groups by the grade they have just completed, or at the Director's discretion. Field trips and events are divided by group.

Cubs – enrolled in or completed TK/Kindergarten

Scouts – completed 1st grade

Explorers – completed 2nd grade

Pathfinders – completed 3rd grade

Trailblazers – completed 4th grade

Rangers – completed 5th & 6th grades

Counselors-in-Training – completed 7th or 8th grades

Transitional Kindergarten: Must be enrolled for transitional kindergarten for the fall 2017. Sometimes the transitions in staff, campers and the variety of activities of a large camp can be overwhelming. TKs will be assessed periodically by the camp staff to monitor their camp experience. Recreation Park does not have fencing and campers must follow directions and stay with their groups at all times. If at any time we feel that our camp is not a good fit, we will advise the parent that it would be in the camper's best interest to find other care and we would provide a refund or credit for unused days.

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About our hours & late fees:

The Day Camp modulars open at 7:00 a.m. for full-day and half-day morning campers. Half-day afternoon campers must sign in after 12:30. Fees for late pick-up (\$1.00 per minute) apply at 12:31 p.m. (for half-day mornings) and 6:01 p.m. according to the day camp clock. This means that staff will be locking the door and exiting the building at 6:00. Fees for late pick-up must be paid at the modular or in Customer Service by close of the next business day. Failure to pay will interrupt service and repeated late pick-ups will result in loss of service. If no contact is made with day camp staff by 6:30 p.m., we will contact Child Protective Services.



Sign in/out procedures:

Campers must be signed in daily in Modular 2 with a full signature and time. Please allow 15 minutes, especially in the first few weeks of camp.

Arrival:

Parents will sign their campers in in the binders on the counter of Modular 2. If they arrive before 8:00, they will also sign their campers on the rosters at the table on the deck. The rosters have places to note whether the child is planning to swim and/or has swim lessons or medications. Parents please sign the child's first and last names on the rosters. (We prefer that parents sign these – NOT the campers). At 8:00, these rosters are moved to the counter inside Modular 2 with the sign-in binders.

Bags are also on the deck to place sunscreen for Cubs, Scouts and Explorers. Non-spray sunscreen is mandatory for these groups (no sprays). Older campers keep them in their backpacks. Siblings should have their own sunscreens as they are not together at changing time or at the pool.

At 8:00, our counselors will take the campers to the playground. Campers who are signed in after this time will be escorted to the playground by our C.I.T.s or volunteers, or you may walk your child to the playground but make sure the proper counselor is aware of their arrival. Do not drop off or send your campers alone to join their groups at the playground.

At 9:00, we move to the picnic units for our morning meeting and snack. We do not provide morning snack, but we encourage campers to bring healthy snacks from home.

At 9:30, the groups leave the picnic units for their rotations. Campers who arrive after this time may need a parent to walk them to their group's location. We do not have extra staff to walk campers down to the main building after this time.

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Pick-up: Photo I.D. is required.

Pick-up is by 12:30 for half-day morning campers, or before 6:00 p.m. for full day or half-day afternoon campers. Sign-out is always located in modular 2, except on All Swim Fridays when it is located in the Splash pool area between approximately 10:30 and 3:00. If the modulares are locked at 3:00 on Friday, please wait – staff are on the way.

At sign-out, we will check your photo I.D., give you a pass to present to your child's counselor and direct you to his or her location. Allow 15 minutes for sign in/out. We use the entire park and your camper's group may be in transition. This is especially true on a swim day when the campers change out of their swimsuits and return to the mods after swim.

Campers may not be removed from their groups without following these sign-out procedures and presenting a pass to the counselors. Neglecting to follow our procedures will result in dismissal from the program.

Only the contacts listed on the camper's emergency pick-up may sign them out. Parents may add or delete contacts at any time. Please leave a note with the Day Director if one of your contacts is picking up instead of a parent. Campers may not sign themselves in or out, with the exception of Counselors-in-Training for whom we have a signed permission by a parent.

Shared custody: Each parent may prepare a list of approved adults to sign-out their child on their court-ordered days.

Other ARD programs

We try to accommodate parent requests to pick up or drop-off their campers at a different class for which they are enrolled at Recreation Park, but we do not have staff available to walk campers to and from every program offered in the activity guide.

Discovery Day Camp is a different program from all other camps and programs at ARD and we do not know who is signed up for other classes during day camp hours. If you would like us to walk your camper to a different camp at Recreation Park, please check in advance to determine whether we have staff available to drop off or pick up your child and then alert us if they are enrolled.

We do not walk campers to other parks or locations and we do not walk campers after 4:00, except to the 4:00 swim lesson for those who are enrolled. We will not have staff available to walk your child on all-camp field trip days. We do not give Day Camp refunds or discounts for time missed when a camper is at a different camp, or for a class or lesson missed due to a field trip.

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Daily Schedules & Procedures:

Campers are expected to participate in all planned activities. A typical day at camp begins at 7:00 a.m. with quiet activities in the modulars, followed by recess on the playground at 8:00.

At 9:00 we have our morning meeting at the picnic units, which includes time for campers to eat a healthy snack they have brought from home (no doughnuts, candy, chips, etc.)

By 9:30 we are entering our rotation activities such as arts and crafts, sports, recreational games, cooking, science, theater, theme-related special events, arcade, bookmobile and free play with friends. We use both modulars, the walking path, Teen Center, gym, Stella Room, Craft Room and both front and back parks. Campers in the groups that are swimming will change in the restrooms and apply sunscreen during the morning rotations.

The Cubs take their backpacks to the Cubs' Den (Craft Room – main building) where they have planned activities, including changing for swim in the inside restrooms on their swim days. They may also have recess on the front playground during the morning. They return at 11:45 to the picnic units for lunch. Note: the playgrounds are rated for ages 5 and older. If your 4-year-old is enrolled in camp, you are giving permission for them to use the playgrounds.

By 11:45 all groups have returned to the picnic units for lunch. Half-day morning campers eat lunch with their groups and must be picked up by 12:30.

At 12:30, the group is divided between afternoon rotations and swimmers. The groups that are not swimming will remain at the back park/modular area for activities with staff. These include campers who chose not to swim or who do not pass the swim assessment. They enjoy recess, free art, arcade, games, age-appropriate movies occasionally and other activities, and may go to the gym. By approximately 4:30, all campers have returned to the back park for recess.

The swim groups walk down to the pool with staff and remain until it closes at 3:30. They enjoy afternoon snack on the Craft Room patio during this time and sunscreen is re-applied. Our counselors always accompany our campers to and from the restrooms at the pool. Parents who desire to pick up their campers during swim must first sign them out at the modular and receive a pass to present to the day camp staff (not lifeguards) at the pool entrance.

Half-day afternoon campers who chose to swim on their group's swim days must be signed in before 1:00 in order for our staff to walk them to the pool. Campers arriving after 1:00 must first be signed in at the modulars and then brought to the pool by the parent and delivered to the day camp staff at the pool entrance. They must arrive wearing their swimsuits under their clothes.

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At 3:30 all swimmers exit the pool with staff. We do not have time for campers to shower after swim. The Cubs return to the Cub's Den to change in the inside restrooms under staff supervision. All other swimmers will change in the pool restroom area with a counselor present for safety.

At 4:00, they return to the back park for recess. Parents arriving during this transition may need to wait a few minutes for their campers to walk to the back park. Cubs may return to the Craft Room instead of recess and return to the modulars at 4:30. Staff at the modulars will direct you to your child's location after you sign in and receive a pass.

Swim lessons: Campers who have 4:00 swim lessons will be gathered from their groups at 3:30 and accompanied to lessons. The counselor then remains in the viewing stands until lessons are over and walks the campers directly back to their groups. They do not stop to change out of their swimsuits. Any parent who arrives to pick up during swim lessons must first sign out at the modulars and get a pass to present to the counselor at the pool (not to the lifeguards). We do not walk campers to any other swim lesson times, including private lessons.

On Fridays all campers leave for the pool at 10:30 and swim until noon. Campers eat lunch on the front lawn by the pool at noon. At 3:30, all campers will exit the pool area and change before returning to the back park. There are no swim lessons on Fridays. Sign-out on Fridays between 10:30 and 3:00 is inside the pool fence in the Splash pool. At 3:00, sign-out is then moved back to the modulars. If the modular door is locked at 3:00, please wait – staff are on the way.

The daily schedules will be modified on any field trip or special event day.

Campers are never allowed to leave their groups without a counselor. Our counselors always accompany campers to the restroom and check for safety before allowing them to enter. They are then escorted back to their group activities. We do not share the restrooms in the back park or main building with the public. At the pool, we accompany our campers into the restrooms and escort them back to the pool when finished.



More about lunch and snacks:

Campers enrolled for full-days or half-day mornings should bring a healthy morning snack. We suggest fruit, granola, Gogurt, string cheese, nuts, whole grain crackers, or bagels. We do not allow doughnuts, candy, chips, cookies or other junk food for morning snack. Although day camp is not a nut-free zone, we do not encourage parents to send peanut butter products in their child's lunch or snack.

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Campers enrolled for full-days or half-day mornings must also bring a healthy lunch and a drink. We do not provide utensils or paper goods, and no refrigeration or microwave is available to campers. Campers may not save containers with liquids.

A healthy afternoon snack is provided for half-day afternoon and full-day campers. Campers may bring their own healthy afternoon snacks, if preferred. A snack calendar will be posted on the Parent Board and updated as necessary. We do not serve peanut products and do not encourage parent/guardians to send those products to camp.

Please check with the director before bringing treats or food to share with your child's group.

Food allergies: Day camp is not a nut-free zone.

Day Camp is not a nut-free zone, but the following precautions will be taken at snack and lunch times to reduce risks:

- A separate table will be established for campers with food allergies. An allergic camper may have a friend join them at the table as long as they do not have potentially allergic foods in their lunch/snack.
- A tablecloth will be used on the picnic tables to prevent contamination from the public.
- Any campers who have peanut products in their lunch/snacks must use hand sanitizer immediately after the meal/snack.
- Peanut butter will not be served by day camp for snack, and an alternative snack will be provided when a camper has an allergy to the snack that is planned for the day. This snack will be prepared first and set on a tray separate from the other snacks.
- Food allergies are posted for snack prep, but your child needs to be aware of his/her specific allergic foods also.



Medications:

NEW THIS YEAR: The State of California does not allow day camp staff to administer medications to campers. We can assist campers in self-administration of their medications as long as the Parental Consent & Directions to Staff for the Self-administration of Medications Form has been completed and the medication is in its original container. This means we will not administer medication to a child who is unresponsive, but will begin CPR and call 911 immediately.

Emergency/rescue medications will be placed in an envelope with the child's name, group and photo on the front and will be readily available through the day at camp and on field trips.

Parent/guardians must provide training to staff regarding the emergency/rescue medication, and/or other medical situations requiring ongoing oversight by staff, or the use of equipment specific to the camper's medical needs.

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In the event that emergency/rescue medication must be administered, or if a child has a reaction to any medication, we will call 911 and the parent/guardian and begin CPR if necessary. A staff person will accompany the child to the hospital if that is the outcome.

Campers must provide their own medication cups, spoons or other instruments for the medication's administration.

Please see the Parental Consent & Directions to Staff for the Self-Administration of Medications Form for further information.

All medications, including over-the-counter, must be deposited with the camp director upon arrival. Medications must be in their original containers with a signed medical form attached noting the proper dosage and times. Campers cannot keep medications in their pockets, backpacks or lunches, including over the counter medications such as cough drops and cold medications.



Sick/injured procedures:

We use only water to clean injuries prior to bandaging. However, we may apply a paste of baking soda and water to bee stings. If you do not wish us to use baking soda in this case, please alert the Day Director. We do not remove splinters, but we do have the camper soak the area in warm soapy water which often releases the splinter. If the camper is uncomfortable, a parent will be contacted.

If we feel a camper has a life-threatening condition or reaction, we will call EMS immediately. If a child is feeling unwell, or has a non-life-threatening injury that is concerning, we will apply first aid and contact the parent/guardian. If unable to make contact, we will leave a message and call the next person listed on the approved pick-up list on the registration form.

A sick camper must be picked up within the hour and must be symptom-free for 24 hours before returning to camp. Any camper with fever, vomiting, diarrhea, chills, aches, heavy sinus drainage, or persistent cough and/or other possibly contagious conditions are not allowed to return to day camp until they are symptom-free for 24 hours. Campers with conjunctivitis (pink eye) may return 24 hours after medical treatment is initiated. Campers with lice, scabies or other infestations may return after treatment when there is no longer any sign of infestation. Campers with an unidentified rash and fever, behavior change or sores may not return until the condition is diagnosed in writing by a health care professional. Campers who have contracted a serious and/or contagious illness must alert a Director immediately and a doctor's note will be required before they can return to camp.

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At any time that a camper is in distress or staff feels it is in the camper's best interest to go home, a parent will be called and the camper must be picked up within the hour. Campers receiving head bumps will be treated and monitored, and a parent will be called. Campers who receive minor cuts, scrapes, stings or bumps at day camp will be treated and monitored, and an 'Ouch' report will be provided at sign-out. Campers must alert staff if they are injured or feel unwell.

More about Safety:



The playground and recreational game areas are checked prior to use each morning for safety hazards. Staff and campers are educated in regard to stranger danger, heat exhaustion, animals, snakes and basic playground safety. Campers are not allowed to pet or touch any animals, including pets brought from home by parents. We do have campers who have pet allergies. We ask for your cooperation.

Occasionally we experience consecutive days of extreme heat or poor air quality late in the day. On those days, we will forego our usual 4:00 playground time and enjoy inside activities. Sometimes smoke from fires in the area forces us to vary our schedule.

Periodic unannounced emergency drills are planned. In the event of an emergency requiring a facility evacuation, campers and staff will exit the buildings through the nearest exit and meet at the pre-determined assembly area. Camp staff will take roll of campers in their groups and take a total count to assure that all children have left the buildings or playgrounds safely. Camp directors will be responsible for medications, first aid kits and camper emergency contact information. Due to the large number of campers, we will not call parents unless camp is cancelled or relocated, but parents will be made aware of what transpired when they arrive at sign-out. If an emergency requires a shelter-in-place, campers and staff will assemble in the modulars and/or main building in accordance with the necessity and no one (including parents and children) will be allowed to enter or exit the building and or receive phone calls until there is an all-clear from emergency personnel.



Day Camp t-shirts:

Each camper will receive one new day camp t-shirt which is mandatory for field trips. If a camper arrives at camp without the proper shirt on a field trip day, the parent must secure one before the child will be allowed to go on the field trip. Additional t-shirts may be available for purchase at \$10.00 each *as long as supplies last*. Please put your camper's initials on the t-shirt in permanent marker. Campers may wear their t-shirts at any time. Day Camp t-shirts may not be altered.

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Apparel:

Backless sandals or shoes without heel straps are not allowed except at the pool. Shoes that leave black marks are not allowed in the gym and shoes with high heels or roller skate wheels are prohibited. Athletic shoes are encouraged for your child's play safety and to avoid bee stings.

Bathing suits and clothing must be modest and free of inappropriate logos, words or pictures. Bathing suits must be covered up except at the pool. Undergarments must be covered at all times. Shirts must cover the chest and midriff areas and may not be transparent. Shorts or skirts must be modest and at least long enough that fingertips touch the hem when the campers' arms are resting at their sides. Campers wearing skirts on the play equipment must wear shorts under them. Campers may not wear clothing that interferes with safety.

Belongings: Please label with permanent marker

Day camp is a safe, bully-free zone. Campers may not bring cell phones, smart watches or communication devices of any type, laptops, access the internet or take photos or videos while at day camp. If a camper needs to contact a parent, they should alert their counselor. Campers may not watch or share videos, recordings or downloaded material on personal devices at camp.

Electronic reading devices are permitted for Pathfinders, Trailblazers and Rangers as long as these rules are observed, the reading matter is appropriate and they are not shared with other campers. We strongly urge campers to leave expensive personal items at home. We are not responsible for lost, stolen or broken personal items.

Electronics for music and games must have wifi disabled or must be in airplane mode. Pathfinders, Trailblazers and Rangers may use them on Monday through Thursday during Arcade and other specified times (not gym time). Campers using electronics must sit at a designated table visible to staff. All devices must be turned in to the director when the campers go out to first recess at 8:00 a.m. where they will be stored and locked until the appropriate activity time. Campers who do not follow these rules will lose this privilege. Music and games must be age-appropriate and may not be shared with other campers.

Campers may not take personal items other than a towel and clothing to the pool. Personal items may not be taken on field trips due to theft. Backpacks are not monitored by staff while at the pool or on field trips.

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Campers who do not abide by these rules will lose these privileges. Weapons of any kind are prohibited and will result in suspension or expulsion from the program. Any personal items that become problematic to the operation of camp or that we feel are not in the best interest of the campers at large will be banned from camp.

Belongings that are left behind at the end of day camp are donated. If your item is labeled, it has a better chance of being returned to you.

Campers may not bring toys to camp. Please leave valuables and money at home. Lost and found is located in modular 2, at Customer Service and at the pool.



Field Trips:

All campers attending a field trip must wear the 2017 ARD day camp shirt. Campers who arrive without the proper t-shirt must secure one before they can attend. Athletic shoes with socks may also be required depending on the field trip.

There are no drop-ins accepted on field trip days and no refunds for missed trips.

The fee for each field trip must accompany the session payment. Parents who pay for the entire summer (every full session) before day camp starts (see Ways to Save) do not pay field trip fees. Parent/guardians with subsidized care must also pay for field trips by the session due dates. We suggest that you make your session payments early. If a field trip reaches capacity, a wait list will be created. Paying for a full session will not guarantee space on a field trip if the trip is full when payment is made.

Some field trips are specific to certain groups and may require full-day enrollment. Please see a complete list of field trips and check for any changes prior to making your session payment. If a field trip is specific to your child's group and you do not wish them to go, they may be able to join another group until the group returns, if appropriate.

There is no other care available at camp on all-camp field trip days. If you do not wish your child to go or if the field trip is already full when you make your session payment, please make other arrangements for the day. Please see the Director prior to making your payment.

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Every camper must have a completed 'Field Trip Permission Form' and parents should be the first emergency contacts listed. In case of emergency on the field trip, we will call the first person listed on your form. If you are unsure who is listed on your child's form, please ask the Director and update it as needed. Anyone listed on this form must also be listed on your registration form's approved pick-up list.

It is especially important that a parent or other contact is available for emergencies, especially while on field trips. If a parent or contact is called, the camper must be picked up within the hour, either directly from the field trip location or from day camp, depending on our schedule.

Durham Transportation or Auburn Transit are used as transportation for field trips. We do not use private transportation. Parents are welcome to accompany us on field trips, however, they must drive separately and pay their own expenses. Any child who is signed in for the day must ride with his/her group on the bus and remain with the group during the field trip. Occasionally certain groups participate in walking field trips with counselors.

Information about each field trip is posted in advance. Please note carefully the times of departure and return, and any details such as which groups are attending, lunches, spending money or special instructions. Lunches should be sent in a brown bag, not lunch boxes, on field trips. **We do not hold the bus for late arrivals.**

No refund or credit is given for missed field trips, swim lessons or other ARD activities due to field trips. Campers who do not cooperate with day camp rules may be excluded from field trips for safety reasons. If a child does not cooperate or exhibits unacceptable behavior while on a field trip, an emergency contact will be called and the camper must be picked up immediately, and will lose future field trips.



More about Swimming:

Each group has designated swim days each week. Cubs, Scouts and Explorers may swim on Monday and Wednesday afternoons, and Pathfinders, Trailblazers and Rangers may swim on Tuesday and Thursday afternoons as long as it is not a field trip day for the group. All Fridays are 'All Camp Swim Days'. Campers who sign up for Fridays must come prepared to swim and arrive wearing their swimsuits under their clothing. The entire camp will spend those Fridays at the pool and eat lunch on the front lawn.

Campers must wear clothing over their swimsuits to and from the pool and swimsuits must be modest. Cut-offs, jean shorts or long shorts as swimwear are prohibited unless approved by the lifeguard. No swim toys or flotation devices are allowed, but campers may bring goggles (please label). Campers may not take belongings to the pool except clothing, a water bottle and a towel, and a lunch on Fridays. No electronics are allowed at camp on Fridays.

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Campers are encouraged to come to camp wearing their swimsuits beneath their clothes if they choose to swim. Changing into swimwear takes valuable time from other activities. Campers should bring a change of clothing for after swim, a towel and plastic bag for wet items. Wet towels and clothing must be taken home daily.

Pathfinders, Trailblazers and Rangers may bring spray sunscreen. Kindergarten through 2nd grade must bring a non-spray sunscreen. Campers who do not bring sunscreen will not be allowed to swim that day.

Sunscreen should be applied before coming to camp. At sign-in, parents of Cubs, Scouts and Explorers must place their sunscreens in the appropriately labeled containers at the entry. Staff will help campers apply sunscreen during the morning rotations and will bring the containers to the pool at swim. Siblings in older groups should bring their own sunscreens, as they will likely be in different areas when changing and swimming. Sharing of sunscreen among campers is not allowed, due to possible allergies.

All campers except TKs and kindergarteners who have not had swim lessons are required to take a swim assessment administered by our lifeguards prior to use the pool.

- **T-Ks** will receive wristbands that indicate they must remain in the Splash pool.
- **Kindergarteners** who have not had swim lessons will also receive wristbands that indicate they must remain in the Splash pool.
- **Kindergarteners** who have had swim lessons and pass the swim assessment will receive a wristband that allows them to use the Splash Pool and the shallow end of the Sierra Pool. They may not swim in the deep end while at camp, regardless of skill level.
- **First graders** who have had swim lessons may take the swim assessment. If they are approved by the lifeguard for the shallow end only, they will receive a wristband indicating that they may use both the Splash pool and the shallow end of the Sierra pool. If they are approved by the lifeguard (and parent) for the deep end, they will be allowed to use it without a wristband.
- **First graders** who choose not to take the swim assessment must remain in the Splash pool. Those who do not pass may take it at a later date after they take swim lessons. Swim lessons are a separate sign up.
- **Second grade and older** who pass the swim assessment may use the entire Sierra Pool. They may not use the Splash Pool.
- **Campers** who do not pass the swim assessment must join the non-swim activities. They may retake it at a later date as lifeguards are available, after they take swim lessons.
- The Splash pool is for ages 0-6.

Campers must obey the lifeguards at all times. Failure to do so will result in loss of swim privileges. They may not leave the pool at any time unless accompanied by a day camp counselor or a parent who has followed our sign-out procedures.

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Swim Lessons:

Staff is available to walk campers to the 4:00-4:30 swim lessons only. Separate sign-up is required. If you sign up your camper for any other swim lesson times, you will need to make other arrangements for getting them there. Our staff stays with our campers during swim lessons, accompanies them to the restroom if needed, and safely returns them to camp when the lessons are over.

If you want to pick up your child at the end of swim lessons, you must follow our sign-out procedures by stopping by the modular to present I.D. and secure a pass, then presenting the pass to day camp staff at the pool prior to taking your child at the end of the swim lesson. Parents should alert the Director at check-in if their child has been signed up for swim lessons that day.



Payments:

Session payments are due by 5:00 p.m. on the due dates. Payments received after the due dates are considered drop-in and must be approved by the Day Camp Director prior to being paid in Customer Service. If a day or field trip is full, the parent will need to find other care for those days.

Drop-in days are an additional \$2 per day if there is space, and must be paid at the time the child is signed in. Payments by check (not cash or credit) are accepted at the day camp modulars. There are no drop-ins on field trip days.

A list of due dates is shown on the "Payment Information" sheet in the registration packet and is also posted in Modular 2. Payment vouchers must accompany all payments. Vouchers and credit card authorization forms are available at the day camp modular, Customer Service and online at www.auburnrec.com.

Any questions about account balances or days contracted should be directed to the Opening Director between 7:00 and 11:00 a.m. (not on field trip days). Please make a copy of your

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payment voucher so you know which days you have contracted. Registration in the program does not guarantee space. The only way to reserve a day is to pay for the day in advance.

Refunds, credits or day changes:

All requests for refunds, credits or day changes must be made on the proper change form two weeks in advance and must go through the day camp director.

1. In order to receive full refunds or credits, or to move days that are already paid, requests must be made by two weeks prior to the session due date on the proper change form. For example, the due date for the second session is June 16. Any refund/credit requests or changes to days that are already paid for that session must be made by June 2nd in order to receive full credit. This includes field trips.
2. After the two week mark and until the due date, we will issue a 50% refund or credit. Per the example above, changes or requests for the second session made between June 5th and June 16th will be processed at 50% credit/refund. This includes field trips.
3. After the due dates, days may not be moved and no refunds or credits will be issued except for illness with a doctor's note citing the specific dates a child may not attend. This includes field trips.
4. There is no refund for other ARD classes, camps or swim lessons missed due to field trips or events, nor do we offer a part-time discount to participants of these activities other than the half day rate at the session times offered.
5. We do not extend credits/refunds/day changes for students who are suspended from the program for any reason.
6. We offer credits (not refunds) for days paid in the event of an unexpected day camp closure due to acts of nature or other circumstances beyond our control.

Payments by credit card, cash, check or money order are accepted in Customer Service. Their hours are Monday through Friday (closed 7/4) from 9:00 a.m. to 5:00 p.m. Only payments for full day/full sessions may be made online (by the due dates) and any applicable field trip fees must be paid online at the same time. See "Online Payment Instructions" for the proper activity numbers. Payments for part-time may not be made online. Payments may also be mailed to 123 Recreation Drive, Auburn, CA 95603 or sent by fax with a credit card authorization form to 530/823-0872. Please alert the Customer Service office prior to faxing your payments and to verify that your payment went through. Any form of payment received after 5:00 p.m. on the due dates is considered drop-in and subject to extra fees, and must be approved by the director. All forms of payment must have a voucher.

Field trip payments vary and must be included with the session payment along with a field trip voucher. Field trips sometimes fill up. We suggest that you make your session payments early. If a field trip reaches capacity, a wait list will be created. Paying for a full session will not guarantee space on a field trip if the trip is full when payment is made.

PARENT HANDBOOK



Ways to save:

- Pay for the entire summer (all 5 sessions – full-days only) by June 2 and save 10% plus the price of field trips. This is **non-refundable** and may not be combined with other offers. It does not apply to subsidized care.
- Pay for full sessions individually (full-days only) and save \$10 per session. May not be combined with other offers.

NSF checks will result in a \$30 charge, loss of service and may prevent registration in any other Auburn Parks and Recreation programs until the account is cleared. Checks will not be accepted by ARD for the household for one year following receipt of an NSF check.

Split custody & payments:

It is the parent's responsibility to provide copies of court documents in cases of full legal and/or physical custody. Parents are strongly urged to honor their court ordered custody agreements as we do not tolerate disruption of camp due to disagreements in regard to pick-ups.

Split payments must be approved in advance by the Youth Services Manager. At any time that a split payment arrangement becomes problematic, this accommodation will be discontinued and we will require in-full payments from one party. Payment must be received prior to use, regardless of which party is responsible for payment. In the event that an account is found to be in arrears for any reason, regardless of which party is responsible for payment, care will cease until payment is received.

Subsidized Care:

We accept child care payments from subsidy groups such as Placer County Office of Education (PCOE) if we receive approval from the subsidy group prior to use. Parents must complete registration forms and the subsidized care payment vouchers prior to use as stated above. Any days or registration fees not covered by the subsidy group *for any reason* will be the responsibility of the parent and will interrupt service until the account is cleared. Any failure to complete paperwork correctly and in a timely manner or may result in loss of service. Parents are responsible for extra fees, such as field trips and late pick-ups. We do not guarantee space on a field trip unless the parent pays in advance before the trip fills up.

PARENT HANDBOOK

Child Guidance:

Occasionally we must address camper behavior issues and attitudes. We realize that children come from many different backgrounds and experiences. In order to ensure the best possible camp experience for everyone, we insist on respect and safety for all. Each child and parent must sign and return a copy of 'Camp Rules for Kids'.

Possible consequences (but not limited to) for behavior issues:

- Time out (1 min. per year of age)
- Written apologies to fellow campers or staff
- Restitution for lost, damaged or stolen property
- Temporary move to a different group or to a director
- Written note to his/her parent about their poor choices
- FYI cards, alerting parents to consistent issues, attitudes & actions
- Yellow cards, alerting parent/guardians to serious infractions and impending consequences
- Suspension of 1-5 days for repeat or serious offenses. There are no refunds, credits or day changes given for suspensions
- Serious and/or dangerous infractions may result in immediate suspension or expulsion without prior warnings issued
- Loss of field trips, swim or other privileges
- Expulsion from Summer Day Camp program



Counselor-in-Training (CIT):

The Counselor-in-Training program has limited space available. Campers who have completed grades 7 or 8 are eligible to apply for our CIT program.

CITs must sign and return the CIT agreement and questionnaire, and provide the written recommendation of a teacher. Only CITs who are interested in assisting the camp staff in areas such as helping with snack preparation, working in a group assisting our counselors, setting up for camp events and walking campers to and from activities will be able to enroll. If at any time we feel this is not a good match or the CIT is not ready for the responsibilities involved to participate in the program, we will let the parent know that they will not be allowed to continue.

PARENT HANDBOOK

Parents may give written permission for their CITs to sign themselves in and out of the program. CITs may not carry or use cell phones until they have been signed out for the day and are not around other campers. They are expected to be good role models and follow all camp rules.

CITs are not placed in the group closest to their age, except possibly on field trips.

CITs will be issued badges while at day camp and will be addressed as 'Mr. or "Miss' as our staff are addressed. They must be interested and willing to assist staff with day camp activities and duties as they are assigned, and show cooperation and respect to all staff and campers.

This is an excellent opportunity for young people to progress toward becoming a summer day camp counselor at age 16.

Reasons for Termination of Service for all campers include, but are not limited to:

- Violent or sexual behavior or harassment, including threats made toward a child, parent, staff person or member of the public or injury to any animal
- Possession of illegal or potentially dangerous items or weapons
- Willful destruction or theft of property
- Non-payment of an outstanding account
- Repeated late pick-up
- Failure to follow the guidelines established by a subsidy group for payment
- Unproductive relationship with parent or child
- Disruptive or inappropriate behavior such as unacceptable language, gestures or subject matter which adversely affect the program, bullying or disrespect shown toward staff, parents, children or members of the public, or repeated disregard for day camp rules and procedures.
- Child leaving or being removed from our care without following proper sign-out procedures.

PARENT HANDBOOK

Thank you for choosing to spend your summer with us.

Please take a minute to help us improve our camp experience!

I have children in the following groups:

_____ Cubs

_____ Scouts

_____ Explorers

_____ Pathfinders

_____ Trailblazers

_____ Rangers

From 1 (lowest) to 5 (highest) our experience this summer has been:

Ease of payment:	1	2	3	4	5
Variety of activities:	1	2	3	4	5
Helpfulness of staff:	1	2	3	4	5
Confident of safety:	1	2	3	4	5
Field trip offerings:	1	2	3	4	5
Camper's enjoyment:	1	2	3	4	5

Suggestions for improving the camp experience:

What did your camper enjoy the most this summer?

Parent: _____ (optional)