

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

Quick notes & phone numbers	2
Groups & About Our Hours/late fees	3
Sign in/out procedures	4-5
Other ARD programs	5
Daily schedules & procedures	5-7
About lunch/snacks, allergies	7-8
Medications	8-9
Sick/injured procedures	9
More about Safety	10
Bookmobile, T-shirts	10
Apparel & belongings	11-12
Field trips	12-13
More about swimming	13-15
Swim lessons, Payments	15
Refunds/credits, Split custody	16
Subsidized care, Child Guidance	17
Counselor-in-Training	18
Reasons for termination	18-19
Survey for parents	20



## 2019 Summer Discovery Camp Parent Handbook

### Quick Notes...

- Registration and all payments must be made online.
- Campers may not bring cell phones or smart watches to camp
- Campers may not access the internet at camp.
- Apply & bring sunscreen daily. Spray sunscreen is required for all groups who require assistance with applying sunscreen.
- Bring a healthy morning snack & water bottle. Lunch is provided but campers with food allergies should bring their own lunches. 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 in your contacts.
- 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. PM campers cannot arrive before 12:30.
- 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: alert the director.
- Payments are due online by midnight on the due dates or extra fees apply. Payments made after the due dates must be approved by the Director
- Day changes must be made by 2 weeks prior to the due date using the proper change form.
- We do not give credits, refunds and day changes after the due date except for illness with a doctor's note.
- We do not walk campers to every activity in the guide. Check with a director in advance.
- A parent/guardian must be available at all times in case of emergency.
- There are no drop-ins on field trip days.
- The only way to reserve days is to pay for them in advance before they reach capacity.

### Phone numbers:

Day Camp modular: 889-5619  
Customer Service: 885-8461 ext. 110  
Debbie Thomas, Manager: 863-4618

### 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](http://www.auburnrec.com)

**Location:** Recreation Park Modulars

## PARENT HANDBOOK

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. Be current with all immunizations.

**Assigned Groups:** Campers must be five-years-old to enroll.

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 – completed TK/Kindergarten  
 Scouts – completed 1<sup>st</sup> grade  
 Explorers – completed 2<sup>nd</sup> grade  
 Pathfinders – completed 3<sup>rd</sup> grade  
 Trailblazers – completed 4<sup>th</sup> grade  
 Rangers – completed 5<sup>th</sup> & 6<sup>th</sup> grades  
 Counselors-in-Training – completed 7<sup>th</sup> or 8<sup>th</sup> grades

Field trips are usually divided between Cubs/Scouts/Explorers (C/S/E) OR  
 Pathfinders/Trailblazers/Rangers (P/T/R)



### 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 and will be added to the account. This means that staff will be locking the door and exiting the building at 6:00. Parents who keep staff after 6:00 will be charged the late fee. 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 by the parent/guardian in Modular 2 with a full signature and time. Please allow 15 minutes, especially in the first few weeks of camp. Do not drop off your child without following this procedure. Sign in/out on All Swim Fridays will be at the pool between 10:30 and 3:00 p.m.

### **Sign in:**

Parents will sign their campers in daily 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 (NOT the campers) please sign the child's first and last names on the rosters. At 8:00, these rosters are moved to the counter inside Modular 2 with the sign-in binders.

Bags for Cubs', Scouts' and Explorers' sunscreen are on the deck. Please label your sunscreen with permanent marker. Spray sunscreen is mandatory for all campers who require assistance applying sunscreen. Older campers may keep their sunscreen 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 campers have recess on the playground. Campers who arrive between 8:00 and 9:00 will be escorted to their groups 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 the playground.

### **Sign out: Photo I.D. is required.**

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 modulars 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 modulars 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.

## **PARENT HANDBOOK**

If you wish to pick up your child directly from swim lessons, you must sign them out in modular 2 in advance and receive a pass to present to our day camp staff at the pool before picking them up.

Only the contacts listed on the camper's contact list may sign them out. Parents may add or delete contacts at any time. In cases of shared custody, each custodial parent may have their own list of contacts who are eligible to pick up on their court-ordered days if they prefer. Parents must honor their court-ordered custody arrangements and may not pick up on days that violate that document.

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 the parent has given permission.

### **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. And since day camp is a separate program, 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.



### **Daily Schedules & Procedures:**

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.)

## PARENT HANDBOOK

**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. Campers are expected to participate in all planned activities. 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. Campers in the groups that are swimming will change in the restrooms and apply sunscreen during the morning rotations.

The Cubs carry their backpacks to the Cubs' Den (Craft Room – main building) where they have planned activities, including changing for swim in the main building restrooms on their swim days. They may also have recess on the front playground during the morning. On swim days, they will remain in the Craft Room to eat lunch. On non-swim days, they return at 11:45 to the picnic units for lunch. *Please do not overfill their backpacks as each carries his/her own.*

**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 scheduled to swim will remain at the back park/modular area for activities with staff. This also includes campers who chose not to swim or who do not pass the swim assessment. They enjoy recess, art, arcade, games, age-appropriate movies occasionally and other activities, and go to the gym when available. By approximately 4:30 (except for swim lessons) all campers have returned to the back park for recess.

**The groups who are swimming** 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 modular 2 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 modulares 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.

**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. Occasionally we shorten our swim times, for example, in cases of bad weather or intense heat, or if the lifeguards must close the pool for reasons beyond our control.

**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 remain in the Craft

## PARENT HANDBOOK

Room instead of going to recess at the director's discretion, and return to the modulares at 4:30. Staff at the modulares will direct you to your child's location after you sign in and receive a pass.

**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 and reapply sunscreen. After lunch, they return to the pool. 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 area. At 3:00, sign-out is then moved back to the modulares. If the modular door is locked at 3:00, please wait – staff are on the way.

The daily schedule may be modified on any field trip or special event day, including days of poor air quality or bad weather, or when the pool is closed for reasons beyond our control.

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 without a staff present. 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.

For full day or morning campers, lunch is provided by Seamless Summer Meal Program, in conjunction with the National School Lunch Program. Campers may bring their own lunches, if preferred. We encourage campers with food allergies to bring their own lunches as we have no control over exposure to food allergens.

For lunches brought from home, 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.

## PARENT HANDBOOK

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:**

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.

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 unresponsive. A staff person will accompany the child to the hospital if allowed by emergency personnel.

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



## PARENT HANDBOOK

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. As an exception, it may be possible for an older camper to carry his/her inhaler with them as long as all the paperwork is completed. Please consult the director on duty when you arrive.



### 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. For this reason, a contact must be available at all times.

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, fever or sores, or who exhibit unusual or severe behavior changes 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.

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.

## PARENT HANDBOOK

### 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 confirm the roster of campers in their groups and take a total count to assure that all children have safely left the buildings or playgrounds. Camp directors will be responsible for medications, first aid kits and camper emergency contact information. In the event that camp is cancelled or relocated, parents will be called. Otherwise, they will be made aware of the incident 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 their proximity 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.

### Bookmobile:

The Bookmobile will be available every Tuesday morning between 9:00 and 10:30. Each group has an opportunity to visit the Bookmobile and check out or return books at this time. A library card is required for checking out books. Forms are provided in Modular 2 for your convenience but a parent must take the form to the library to receive a card. We do not allow campers to check out videos, or books that are not age appropriate while at camp. We are not responsible for lost or stolen library books.



### Day Camp t-shirts:

Each camper will receive one new day camp t-shirt which is mandatory for field trips. Additional t-shirts may be available for purchase at \$10.00 each after all campers have received their shirts and 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.

## PARENT HANDBOOK



### **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 or items that interferes with safety.

### **Personal 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 or on field trips). 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 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.

Electronics are not allowed on Fridays. 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.

## PARENT HANDBOOK

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.

Any 'found' items must be turned in to a staff person and may not be kept by the camper.

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 2019 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 \$20 fee for each field trip must be paid online at the same time as the day's payment is made. *If a day is full, do not pay for the field trip.* Parent/guardians with subsidized care must also pay online for field trips by the session due dates. We suggest that you make your payments early. If a field trip reaches capacity, a waiting list will be created. Paying for the day will not guarantee space on a field trip if the trip is already full.

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 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. Please check with the director.

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.

## PARENT HANDBOOK

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 and other ARD activities missed 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 to pick up the camper immediately, and he/she will lose future field trips.

### Field trips for 2019:

June 19	Strikes Bowling, Rocklin	all camp	full day enrollment required
June 25	Regal Cinema, Auburn	C/S/E	Time to be determined
July 2	Funfinity, Auburn	P/T/R	AM
July 10	Regional Park/rock wall	all camp	full day enrollment required
July 17	SeaQuest, Folsom	C/S/E	full day enrollment required
July 25	Lazer Tag, Rocklin	P/T/R	full day enrollment required
Aug. 1	Funfinity, Auburn	C/S/E	AM
Aug. 6	Old Town Pizza	P/T/R	AM

### 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.

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

## **PARENT HANDBOOK**

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.

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.

**Spray sunscreen is necessary for all campers who require assistance in applying sunscreen.** 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 spray 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 unrelated campers is not allowed, due to possible allergies.

All campers except TKs and kindergarteners are required to take a swim assessment administered by our lifeguards prior to using the pool. According to grades completed:

- **T-Ks** will receive wristbands that indicate they must remain in the Splash pool. We do not allow TKs to swim in the big pool while they are with camp.
- **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 to test, and after they take swim lessons.
- The Splash pool is for ages 0-6.

## **PARENT HANDBOOK**

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.

### **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 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 (not the lifeguards) 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.

We do not offer credit, refunds or make up days for swim lessons missed due to field trips.

### **Payments:**

**All payments must be made online and will not be accepted at day camp or in Customer Service. Payments are due every two weeks according to the payment schedule. A list of due dates is posted in Modular 2 and online. Payments made after midnight on the due date are considered late and an additional \$5 fee per day will be added to the account and show as owing.**

**Registration in the program does not guarantee space. The only way to reserve days is to pay for them in advance before they reach capacity.**

Parents in separate households who are sharing the cost of day camp must each set up their own online household accounts and pay separately.

Parents who wish to do same-day or next day drop-in must contact the director at the modular to determine availability, then come into the modular to complete a drop-in voucher if the space is available. There are no drop-ins on field trip days.

## **PARENT HANDBOOK**

### **Refunds, credits or day changes:**

All requests for refunds, credits or day changes must be made on the proper change form by the due dates below and must go through the day camp director. After the payment due dates, we do not give refunds, credits or move days. This includes field trips.

Last day to receive refunds or credits, or to move days that are already paid:

1st session: 100% May 24; 50% June 7

2<sup>nd</sup> session: 100% June 7; 50% June 21

3<sup>rd</sup> session: 100% June 21; 50% July 5

4<sup>th</sup> session: 100% July 5; 50% July 19

5<sup>th</sup> session: 100% July 19; 50% Aug. 2

There is no refund or credit 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. We do not offer make-up dates for missed classes or swim lessons due to field trips.

We do not extend credits/refunds/day changes for students who are suspended from the program for any reason.

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.

### **Split custody:**

It is the parent's responsibility to provide copies of court documents in cases of full legal and/or physical custody. A parent who has sole physical custody has the right to prevent the non-custodial parent from picking up or visiting the child outside of the non-custodial parent's visitation hours. The custodial parent is required to provide day camp with a written request and a copy of the court order outlining visitation. Day camp will deny access to a parent if there is a court order stating they may not have access to the child. Please provide a current photo of the parent for whom a restraining order applies.

Parents are strongly urged to honor their court ordered custody agreements so that service is not interrupted.



## PARENT HANDBOOK

### Subsidized Care:

We accept child care payments from subsidy groups such as Placer County Office of Education (PCOE). After we receive approval from the subsidy group, parents must then register online using the code that enables them to bypass the registration fee. The registration fee will then be billed to the appropriate agency.

At the beginning of each month, parents must complete payment vouchers (available at day camp) to choose the approved days they wish their child to attend. Parents must also use the new online system to pay for any applicable field trips by the due dates. We will bill the agency for the day, but the parent must pay for the field trip. Some field trips have limited space – see the director for questions.

Any days or 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 may result in loss of service. The parent is responsible for any late pick-up fees.

### 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.

Possible responses (but not limited to) to 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 issues. 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

## PARENT HANDBOOK



### **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 we will not continue.

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.

### **Possible reasons for termination of service for 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 an 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

## *PARENT HANDBOOK*

- 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, sharing inappropriate material with others, 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.

We look forward to a great Summer Discovery Day Camp for 2019!

**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)