



Camp Cordova – Break Camps

Camp Handbook

Ages: 6-12



Cordova Recreation & Park District
2197 Chase Drive
Rancho Cordova, CA 95670
916-369-9844

Welcome

Thank you for enrolling your child into Cordova Recreation & Park District's (District) Camp Cordova program! The District strives to serve and meet the needs of its community by providing an affordable option for supervised care for children. The District remains dedicated to providing care that focuses on the health and safety of children and staff. Camp Cordova provides a place for children to build social skills, make new friends, gain a love for physical activity and the outdoors as well as create positive lasting memories.

To ensure the best possible experience for your child, we ask that you carefully review this handbook as it contains important information to help you prepare for camp. We also ask for your understanding that Camp Cordova is continually evolving, and practices and procedures may change as updated guidance and better practices are identified. After reviewing the registration packet, additional questions, comments or concerns can be addressed by contacting Recreation Coordinator, Courtney Onstot at constot@cordovarpd.gov

We hope your family enjoys their time in Camp Cordova. Our team has put together a compressive schedule to make the most of our time together. We are looking forward to the fun and joy as we get to experience break camp together!

Warm Regards,

Courtney Onstot aka Cheerio
Recreation Coordinator I

Matt Zimmerling aka Pokey
Recreation Supervisor II

Registration

Registration is available online or in person at the Hagan Community Center. **The Child Information Form will need to be submitted prior to the start of camp, it can be emailed or handed in on your first day.** Information collected includes, but not limited to emergency contacts, individuals authorized to pick up, medical information and other relevant behavioral and health information. You can complete the form and submit it via email to constot@cordovarpd.gov. If you're unable to complete the form prior to the start of camp, please allow yourself extra time to complete the Child Information Form on your first day during drop off. Please be aware if you wait until the first day to complete the form there may be a significant delay in checking your child in to camp that morning.

We will not hold spaces without payment and may decline registration for safety reasons if the staff/child ratio has reached its maximum. This is a recreation camp run by the Cordova Recreation & Park District. Our staff is trained for recreation childcare; we are not a licensed childcare facility.

Photos may be taken of camp for publication in our activity guide, Facebook page, website and other promotional use.

General Camp Information

Check In (Drop Off)

You may sign in your child at any time during operating hours. We do open promptly at 8am. Please park and walk your child up to the Hagan Community Center for sign in. All participants must be signed in by an adult. Children must have all required forms and arrive with sunscreen pre-applied.

Check Out (Pick Up)

Campers may be checked out anytime during operating hours. Check-out will be conducted at the HYDE Out- located at the Hagan Community Center. To check your child out, enter the Hagan Community Center and into the HYDE Out and a staff member will call for your child. Adults must be on the authorized pickup list and have a photo ID available for staff to verify identity.

Schedule

Staff set an intentional and varying schedule for the week where each child will get to participate in a variety of activities. This schedule is generally posted in camp.

Lost and Found

We ask that you label all your child's belongings so that we can do our best to return lost items to the right person. Staff will remind children at every transition to collect all their belongings and do their best to sweep the areas and identify/return missing items. If we find a missing object, it may be reclaimed at the office. By the end of camp, all unclaimed items will be donated.

Sunscreen

Staff will not apply your child's sunscreen for them but will regularly remind them to apply it. For younger children, we recommend practicing at home before attending camp.

Cancellations and Transfers

Cancellations or transfers will not be permitted once the session starts, refunds will not be provided except for medically documented reasons. Daily registration will not be allowed, all children will need to be registered for the full session.

Late Pick Up Policy and Fees

Late pick-ups are not permitted. Anytime a child is picked up after their regularly scheduled pick-up window, a late pick-up fee will be charged. Late pickups will result in a \$1.00 per minute fee. The fee will be added to your family account the following day.

Example: the program ends at 5 p.m. but your child is picked up at 5:23 p.m., this will result in a \$23 late pick up fee. The fee will be added to your family account and children will be unable to register for future camps or CRPD programs until fees are paid in full.

Health Policies and Recommendations

Isolation- Sick Child and Staff Protocol

Sick children and staff are required to stay home and will not be allowed to participate in camp. "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, fever, runny nose, sore throat and/or vomiting. Should your child develop any of the symptoms above, please immediately notify Courtney Onstot at constot@cordovarpd.gov if you believe that your child may have attended the program while contagious.

If a child experiences symptoms of illness at any point throughout the day the CRPD reserves the right to contact grown-ups and require immediate pick up from camp. Children will be taken to the resting area while they wait for pick up.

All health-related concerns should be noted clearly on your Child Information Form. We also recommend when possible, speaking directly to the Coordinator.

Medications

Children who take medication during camp hours should bring it in their lunch container. The lunch container should be labeled with the child's name and the medication MUST BE LABELED with the child's name and content. Children can be reminded to take medication, but they are responsible for doing so. Children with life threatening conditions such as asthma, food allergies or bee sting allergies should keep their medication with them at all times. The medication portion of the Child Information Form must be completed for children taking or carrying medication at camp. Staff cannot administer or hold onto medication, for questions or concerns please speak with the Recreation Coordinator.

We will make every reasonable effort to comply with the Americans with Disabilities Act. If your child requires accommodations, please call us in advance at 916-369-9844 or visit www.cordovarpd.gov/recreation/inclusion

Camp Expectations

We have a few rules to keep children, staff and our facilities safe. Rules will be discussed at the start of each session with reminders throughout the week.

Please review with your child prior to the start of camp:

- Follow directions; listen to, respect and cooperate with others
- Respect the park, facilities and animals
- Keep one foot on the ground at all times; Tree climbing is not permitted.
- Keep rocks and all “ground stuff” on the ground
- Always stay 10 feet away from pond/ lake (if applicable)
- You must always wear shoes at camp
- Do not bring cell phones, toys or valuables from home

Behavioral Policies

Reward System:

At Camp Cordova, we believe in positive reinforcement and rewards. If you would like to know how your child’s behavior has been, we encourage you to check out our star chart (Inside Out themed). Your child will have a clothespin with their name on it. The clothespin is attached to the chart. All children will start on 3 stars daily and have the ability to move up to a maximum of 6 stars or down to a minimum of one star. If your child has good behavior or does a good deed, your child will be asked by one of our staff members to move their pin up a star. If your child is on a 6 at pick up, then they will be able to pick a prize from the prize box!

Discipline Policy:

When a child breaks a rule or is disrespectful, that child will be asked to move their pin down. When a child reaches the second star, they will be asked to take a five-minute breather from the activity. A staff member will talk to the child and try to work through what occurred and how they can work together to make it not happen again. If a child reaches one star, they will take a five-minute breather and do a think sheet. This sheet asks them questions about what happened, who was involved and what they could do differently next time. Staff will help children with this form and work together to resolve situations. Parents will be notified of any continuous behavior situations. Multiple instances may result in a suspension or dismissal from the program.

Behavior intervention steps:

- 1st occurrence – Warning write up, talk with grown up and child
- 2nd occurrence – 1 day suspension from program
- 3rd occurrence – 2-day suspension from program
- 4th occurrence – Dismissal from program

Any type of physical behavior demonstrated by a child will result in an automatic and immediate 2-day suspension from the program. The child may return after their suspension. If any physical behavior continues, the child will be dismissed from the program. A child may be dismissed on the first occurrence if deemed necessary by the Recreation Supervisor.

Things to Bring

- **Shoes** - Children must arrive with closed-toed shoes to be able to run in and clothing that can get dirty.
- **Snack** - Children will need to bring two snacks in addition to a lunch. Morning snack is near 10 a.m. and afternoon snack is around 3 p.m. Snacks are separate from lunch and often require an additional drink.
- **Lunch** - Each child is responsible for providing their own lunch. We do not have the ability to refrigerate or reheat food. An insulated lunch bag with an ice pack is suggested. Sharing or trading food is not allowed.
- **Sunscreen** - Each child needs to bring sunscreen and apply it to themselves several times a day.
- **Water** – Please bring a refillable water bottle. Water breaks are encouraged throughout the day to keep hydrated.

What NOT to Bring

We are not responsible for lost, damaged or stolen belongings. Toys, valuables and electronics are not recommended. If a cell phone is a necessity, phones must be left in backpacks during camp hours. Staff have access to District phones if family contact is mandatory. Continual disruptions by cell phones will result in the phone being turned into the Recreation Coordinator for a grownup to pick up at the end of the day.

Staff

All staff will go by camp names, don't be surprised if your child is talking about "Nutter Butter" or "Hoops"!

Recreation Supervisor

The Recreation Supervisor is responsible for creating and/or implementing Camp Cordova, the policies and the procedures necessary to ensure safety of staff and participants in addition to providing quality community enrichment. The Recreation Supervisor deals with administration and camp registration along with customer service and satisfaction. The supervisor also organizes and conducts the hiring and training process for staff.

Recreation Coordinator

Under the direction of the Recreation Supervisor, the Recreation Coordinator is responsible for the daily operations of camp, safety and supervision of all staff and participants, proper opening/closing of facilities and maintaining a supply inventory, forms and records, as needed. This position will assist in creating or improving themes, curriculum, policies, procedures and scheduling. The Recreation Coordinator will also address any customer service or staff related issues.

Recreation Leaders

The Recreation Leader is responsible for facilitating, initiating and leading children's games and crafts. This position works directly with children and is accountable for their safety and supervision throughout the day's activities. Recreation Leaders are expected to create and maintain a safe, enjoyable and fun atmosphere for children, as well as be a leader and a role model for appropriate social and physical behaviors.

We are very proud of the quality of staff we have assembled for Camp Cordova. Our staff is hired and trained specifically for these leadership positions. To be considered for a Recreation Leader position, an applicant must be a minimum of 15 years of age and have experience working with children ages 5-11. Candidates are screened through an interview process, a reference check and a Live Scan fingerprinting check for any criminal convictions. Our staff is certified in CPR and First Aid and undergo yearly training, which include mandated reporting, activity and games training, leadership, problem-solving and handling behaviors and discipline. All have been selected for their enthusiasm, love of children and the unique skills and strengths they bring to camp.

Contact Information

You are welcome to contact Camp Cordova staff at the Hagan Community Center, 916-369-9844, or by email with any questions, concerns, or comments:

Courtney Onstot, Recreation Coordinator: constot@cordovarpd.gov (916) 382-8567

Matt Zimmerling, Recreation Supervisor: mzimmerling@cordovarpd.gov (916) 307-6865

For registration and billing:

Pam Wickens: pwickens@cordovarpd.gov

Kathy Jenkins: kjenkins@cordovarpd.gov

Camp Room Direct Number: (916) 382-8566

Thank you for selecting Camp Cordova for your child's camp, we look forward to a fun-filled week!