



Camp Cordova

SPRING BREAK DAY CAMP

Ages 5-11



Hagan Community Center
2197 Chase Drive
Rancho Cordova, CA 95670
916-369-9844

Thank you for enrolling your child in the Spring Break Day Camp program!

CAMP DATES: April 10 – April 14, 2017

Monday-Friday 7:30AM-5:30PM

Please familiarize yourself with this packet and complete the following forms:

Participant Information Form

Waiver form

Return these forms to:

Hagan Community Center – 2197 Chase Drive Rancho Cordova, CA 95670 Attn: Alisha Koehn

We MUST receive this paperwork on or before your child's first day of camp. If you have any questions, please contact us at 916-369-9844 or akoehn@crpd.com. By returning the required forms included in this packet, you are acknowledging you have received and read this packet and are also agreeing to the following policies:

- No refund for this program will be issued unless dissatisfaction was expressed to the Recreation Coordinator and the problem could not be resolved or cancellation notice is received prior to the start of the program.
- No refunds will be issued for days missed.
- Staff cannot administer medication to your child. If medication is needed during program hours then the child needs to administer it themselves with prior notification and supervision of program staff.
- Your child can be suspended from one or more days of camp for continual or severe misbehavior without a refund. Extreme or violent behavior is cause for your child to be permanently removed from all CRPD camp programs.

IMPORTANT INFORMATION

- This Day Camp is a recreational program run by the Cordova Recreation & Park District. We are not a licensed child care facility or a daycare program.
- Hours of the program are 7:30AM-5:30PM. Children cannot be dropped off early and **MUST** be picked up by 5:30pm.
- Be aware that photos may be taken of this program for publication in our recreation guide, CRPD website, social media platforms or other promotional use. Please opt out on your child's information form if you object to your child's photo being used.
- Children should be dropped off and picked up at the Hagan Community Center (Building 1). Your child must check in with program staff upon arrival. You or an authorized adult must sign out your child each day upon pick-up.
- Food is not provided or shared. Children must bring their own lunch, snacks and drinks to suffice them for the duration of the day.

THINGS TO BRING TO CAMP

Shoes - Must be **closed toed** (tennis shoes) they can run in. Sandals and flip flops are not acceptable.

Backpack - Children will carry their belongings as they change activity locations.

Snack - Send a snack with a drink each day.

Lunch - Send a lunch with a drink each day.

Water - Send a large container of water each day. Drinking fountains are available for refills.

Important

- FOR THE SAFETY OF YOUR CHILD, children must wear **closed-toed** shoes (i.e. Tennis shoes) they can run in and clothing that they can play both indoor and outdoor games in. Sandals and flip flops are not acceptable.
- Toys or valuables may not be brought to camp. ***Cell phones are not allowed at camp.*** If a cell phone is a necessity, phones must be left in backpacks during camp. Children may not play games or use text messaging on phones during camp. Continual program disruptions by cell phones will result in the phone being removed. Children who need to contact parents during the day need to notify program staff. Camera phones may not be taken into restrooms at any time.
- We are not responsible for lost, damaged or stolen belongings.
- Label everything that comes to camp. If your child misplaces anything, please check the lost and found. At the end of the program everything remaining in the lost and found box will be donated to charity.

PROGRAM RULES

Please review the following with your child prior to the first day of camp:

1. Follow directions, listen to, respect and cooperate with others.
2. Get permission before leaving your activity area. Always use the “Buddy System”.
3. You must wear shoes at all times at camp.
4. Do not bring toys or valuables from home.
5. Cell phones cannot be used during camp. Phones brought to camp must stay in your bag. NO camera phones in the restroom.

BEHAVIORAL POLICIES

Inappropriate behavior will be addressed promptly. The situation will be discussed by the staff and the participant(s) involved. The parent(s) of the child(ren) may be contacted.

The following format is used:

- 1st offense: Warning
- 2nd offense: Removal from activities
- 3rd offense: Removal from activities; child speaks to Program Coordinator, parent may be contacted.

Other possible consequences include loss of special activities or having to write a letter home. Should you receive one of these letters, please discuss the incident with your child, sign the letter (so we know you received it) and return it to camp the next day.

Further offenses may result in the child being sent home and/or suspended from one or more full days of camp. If the behavior is such that the child is a danger to himself or others, or is interfering with the program, you will be asked to pick your child up from camp immediately. NO REFUNDS will be issued for children missing camp due to behavioral incidents.

Physical aggression or violence is addressed as follows:

- 1st offense: Removal from activity, speak to Program Coordinator, parents will be called. If the child is uncooperative, violent, or disrespectful of staff, the child will be sent home.
- 2nd offense: Suspended from one or more full days of camp.
- 3rd offense: Permanent removal from program.

The actions taken by staff will be governed by the age of the child and the behavior. If the staff feels the child is a danger to him/herself or others, he or she will be immediately suspended from the program. Our program is recreational in nature; staff is not trained in psychological or behavioral disorders. Staff will attempt to work with the child and parents within reason; however the safety of the other children and our staff is paramount. No child will be allowed to participate if he or she threatens the safety of others.

CHILDREN WITH SPECIAL NEEDS/MEDICATIONS

Children who take medication during camp should bring it in their lunch container. The lunch container and medication **MUST BE LABELED** with the child's name. Children can be reminded to take medication, but they are responsible for doing so. Children with life threatening conditions such as asthma or bee sting allergies should keep their medication with them. A fanny pack is suggested for them to carry medications. The medication portion of the Participant Information Form must be completed for children taking medication at camp. Camp staff cannot administer or hold onto medication, but will administer medication in life threatening emergencies. If your child has such a condition and you wish to instruct our staff in the proper administration of the medication, please contact the Program Coordinator. We will make every reasonable effort to comply with the *Americans with Disabilities Act*. If, due to some form of disability, your child requires special accommodations, please call us in advance at 916-369-9844.

REFUND POLICY

We will issue refunds for Day Camp under the following circumstances:

- *Dissatisfaction with the program* - We are proud of our program, and believe it to be of high quality. However, we know that occasional concerns may arise. If you have a concern, notify the Program Coordinator immediately at 916-369-9844 or akoehn@crpd.com. We will attempt to address the problem to your satisfaction. If we are unable to reach a mutually satisfying solution, a refund will be issued.
- *Cancellation prior to the start of the session* - If you cancel prior to the start of the session, you will receive a full refund.

THE STAFF

We are very proud of the quality of staff we have assembled for this program. If at any time you have a question or concern please feel free to contact the program's Program Coordinator, Alisha Koehn at 916-369-9844 or at akoehn@crpd.com.

Our staff is hired and trained specifically for these leadership positions. To be considered for a Recreation Leader, an applicant must be a minimum of 18 years of age, have experience with children ages 5-11 years of age and possess knowledge of activities and crafts for these ages. Candidates are screened through an interview and reference check. All staff members are fingerprinted and must pass a state level background check before beginning work. Our staff members are certified in CPR and First Aid, and all undergo yearly training which includes activity and games training, leadership skills, problem solving skills, and water safety training.

DAY CAMP FREQUENTLY ASKED QUESTIONS

Do you take registration online for this program?

YES, you can register by visiting registration.crpdc.com. But you must also download the day camp registration packet from our homepage at www.crpdc.com and sign and return the Waiver and the Camper Information Sheet before your child starts camp.

My child's sibling is ALMOST five years old, can he/she participate?

Our program is designed to meet the physical and social needs of the 5 to 11 year old child. We cannot accommodate children under the age of five.

What do they DO all day?

Children participate in sports, arts and crafts, quiet games, contests, cooking projects and active games. Children are sometimes grouped by age and other times will participate in activities with all age groups. Camp takes place both indoors and out, depending on the weather.

Is there a refrigerator where my child can keep their lunch/medicine, etc.?

NO refrigeration is available for lunches. We recommend using ice packs in an insulated lunch carrier, if needed. As for medicines, please contact the program staff or director.

My child is nervous about his first day of camp. Can I stay with him or visit during the day?

It is understandable that some children will be nervous about this new situation. You are welcome to stay with your child as long as you feel is necessary. We have found that children begin to participate readily once the parent has left. In addition, some children are very sensitive to their parents' emotions. If you are nervous about this new experience, your child may pick up on your anxiety. Approach this as a new adventure, make plans to discuss your child's day with them over dinner and enthusiastically encourage them to meet new friends. You are always welcome to visit camp, but please introduce yourself to staff members when you arrive. Please be aware that some children find frequent parent visits disruptive. If you see a change in your child's behavior after your arrival, please consider decreasing your visits.

How do I add someone to my child's pick up list?

To change or add your child's pick-up list, please contact the Program Coordinator at 916-369-9844 or by e-mail at akoehn@crpd.com or contact program staff prior to pick-up.

Can you give my child medication?

Children can be reminded to take medication but they are responsible for actually doing so. Camp staff will not administer medication