

Camp Play Parent Handbook

Parks and Recreation

Welcome to the Camp Play! We look forward to a safe and fun break from school. Our staff has planned many fun-filled themed activities, sports, and crafts for campers. This handbook is designed to provide each registrant and parent with a general understanding of our Camp Play program. If you have any additional questions, please contact the camp supervisors:

On Site Camp Play Staff: (916) 474-9658

Camp Play Program Coordinator: Kylie Frost (916) 474-9658 or e-mail kfrost@roseville.ca.us

Camp Play Recreation Coordinator: Jon McElroy (916) 774-5952 or e-mail jmcelroy@roseville.ca.us

General Camp Information

Each session is filled with a large variety of activities including crafts, outdoor education, sports, cooperative games, and special activity days. Weekly calendars are provided for campers, which act as reminders for swim days, field trips, and any additional information.

Camp Play Hours

Camp Play is scheduled Monday through Friday, from 9:00am–3:00pm. Campers enrolled in Super Starter can come as early as 7:30am, or stay as late as 5:00pm if enrolled in Fun Finale.

Camp Staff

The City of Roseville Parks & Recreation Department sets high standards for all of our staff. We have carefully selected the best of the best to be part of Camp Play each summer. When selecting our staff, we give high priority to applicants with the best ability to contribute to each child's positive camp experience. Our staff consists of college students and exceptionally skilled high school students.

All camp staff attends intensive trainings and orientations beginning in early summer to prepare them for camp. Trainings include how to effectively teach activities, how to facilitate group leadership, safety trainings, positive discipline techniques, and other important skills relating to working with children. Each staff member has current certification in Cardiopulmonary Resuscitation (CPR) and Standard First Aid.

In addition, per City requirements, all our staff members have been drug tested and fingerprinted. If at any time you have a concern about a leader and/or how camp is going, please contact the Camp Play supervisor.

Camp Ratios

Leader to camper ratio is 8:1, and field trip ratios are 6:1. Our leader/camper ratios ensure that activities can be modified for age-appropriate skill levels, and also enhances team building and cooperation skills.

Lost & Found

In order to prevent your child's belongings from getting buried in the depths of the lost and "sometimes"-found, please make sure you label all loose items that are brought to camp, i.e.: water bottles, towels, helmets, backpacks, sunscreen, etc.

Lost and found items will be kept for the week. At the conclusion of camp each week, the leaders will attempt to return items to their rightful owners, however all remaining items will be sent to Goodwill.

We **do not** allow expensive items such as cell phones, iPods, hand-held video games, etc. at camp. The camp staff will not be responsible or liable for the loss of personal items.

Minimum Abilities Required to Participate

In order to properly maintain a safe and healthy environment for all children attending Camp Play, the following minimum standards must be maintained.

1. Able to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision.
2. Able to maintain basic self-control to ensure the safety of themselves and others in the program.
3. Able to handle own basic personal hygiene/toileting needs.

Camper Conduct

Camp Play is designed to be an active and creative camp and participation is mandatory. Camp is more fun when campers fully participate in all the daily activities. We have planned for campers to participate in the majority of activities, and we do not have staff to watch those who choose not to participate in the group activities. If a child consistently chooses not to participate, staff will discuss with parents whether future participation at Camp Play is mutually beneficial.

All campers are expected to follow the rules of the camp. Camp staff reviews all rules thoroughly on the first day and answers any questions campers may have.

Positive reinforcement and redirection will be used whenever possible, although "time-outs" may be used occasionally if reinforcement and redirection fail to produce desired behavior.

Discipline Procedures

Camp Play staff will use a direct, positive approach regarding discipline. The purpose is to help the child develop self-control and learn to assume responsibility for his/her actions. We use positive statements and reinforcements to redirect negative behavior.

Staff will discipline each child as necessary and keep parents informed. We encourage parents to be proactive when signing out campers each day and to make time to communicate with staff on daily positives or negatives that occurred with their camper.

Pocket Card Policy

The card system serves as a visual cue for campers to monitor their own behavior and progress throughout the day.

Campers begin each day with their green card at the front of the pack. Since the cards are prominently displayed, your camper will be well-aware of the fact that they are "doing great." The first time a disruption occurs, your camper will be given a verbal reminder of whatever negative behavior they are exhibiting, the rule that corresponds, and the positive behavior that they should exhibit instead. The camper will also be told what the next step will be should they choose to continue the negative behavior. In this case, the next step would be to change their pocket card to the next color.

Pocket Cards

- Green: You are doing great!
- Yellow: Caution - Serves as a warning to campers. May result in a time-out from the current activity.
- Red: Stop - Parent(s) will be notified. Will result in a time-out from the current activity.

Consecutive red cards for continuous days – Campers, who continually earn a red card each day, may be dismissed from camp for the remainder of the season. The safety of campers and staff cannot be jeopardized by one camper's lack of respect for others and/or the lack of ability to follow camp rules on a consistent basis.

Camp Play staff reserves the right to dismiss a participant if his/her behavior is detrimental to other campers. Staff will evaluate each situation on its own merit and keep open communication with parents and campers.

Behavior Incident Reports will be used to document inappropriate behavior. Staff will discuss these reports with the camper and his/her parent or guardian and give a copy of the report.

Illness

If your child becomes ill or an injury occurs, parents will be called and need to pick up their camper within one hour. If sickness or an injury occurs during a field trip, staff will communicate with parents and determine the best method of accommodating the camper's needs.

Sign In/Out

- All campers must be signed in and out of camp each day by a parent or legal guardian.
- Campers may not, under any circumstances sign themselves out of camp.
- Campers will only be released to those individuals who have been authorized, in writing, by the child's parent or legal guardian. Parents must indicate on the Emergency Form all those individuals who will be authorized to pick up campers. For your child's protection, we will be unable to release a camper to an unauthorized individual.
- Campers may only be signed in/out on site.

Field Trips

Each week campers embark on a field trip. Please note that campers may only be signed in and out AT SITE. No camper may arrive or depart from the field trip location. If a camper misses the prescheduled drop off time, specified on the site calendar, they may not arrive at the field trip site. There will also be no refunds given for missed field trips.

Medication/Sunscreen

- If your child needs to take medication while at camp, you must speak with the supervisor to get a form. Form requires a doctor's signature and information. This is required for both prescription and over the counter medication. The form must be completed before any medication can be dispensed.
- If you would like your child to use sunscreen, the child will need to bring his/her own-labeled sunscreen and your written permission to have it applied to your child. We will see that sunscreen is applied as needed. Please mark your container with your child's name.

Lunches and Snacks

Camp Play requires that each camper bring lunch and snack daily to camp. Each day, there is a predetermined snack time and lunch time. On occasion lunch may need to be purchased during field trips; this will be noted on the weekly calendar. Campers are required to bring a water bottle to camp daily, that are to be marked with the participant's name.

Parking

Parents should always pull in a parking space – please do not park on the curb, this zone is designated for moving traffic only.

Common Questions and Answers

What happens if it rains...or if it's hot?

We hold camps, rain or shine, hot or cold! Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold temperatures.

What should my camper wear?

Camp Play is an active and creative camp, so make sure your child is dressed appropriately.

- It is important that your camper is dressed to play!
- Closed-toe shoes are required, no sandals. NOTE: Any child wearing sandals will not be allowed to participate in games and will be asked to call his/her parent for appropriate footwear. Children will only be permitted to wear sandals on water days or trips.

What if I'm late picking my child up?

The definition of a "late pick-up" is any child/children who have not been picked up from Camp Play by the scheduled pick-up time on your camp calendar. Please be considerate of our staff by picking up your child promptly when camp ends each day.

- If an emergency arises that will cause you to be late in picking up your child, please contact camp staff at least a half an hour prior to the end of the camp day.
- Camp Play, located at Quail Glen Adventure Club, (916) 474-9658.

Continued disregard of published pick-up times may lead to your child's dismissal from camp.

What forms does the City of Roseville need?

Completions of the following forms are required for each camper to participate. All forms must be completed and returned to staff before a camper attend.

- **Emergency Authorization Form** is required for each camp participant.
- **Permission to Administer Medication** form is required for each camp participant.