Teen Scene Parent Handbook

Parks and Recreation

Welcome to Teen Scene! We look forward to a safe and fun break from school. Our staff has planned many fun-filled themed activities, sports, and projects for campers. This Parent Hanbook is designed to provide each registrant and parent with a general understanding of our Teen Scene program.

If you have any additional questions, please contact the camp supervisor, Kristi LaRoche (916) 774-5962 or e-mail klaroche@roseville.ca.us.

General Camp Information

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

Teen Scene Hours

Teen Scene is scheduled Monday through Friday, from 10:00am–4:00pm. Teens enrolled in Super Starter can come as early as 8:00am, or stay as late as 6:00pm if enrolled in Fun Finale.

Camp Location/Contacting Information

Teen Scene is held in Buljan Student Union portable building located in the rear of the school. Parents should drive participants to the back of the school along Washington Boulevard and enter through the side gate. If at anytime you need to get a hold of camp staff you may contact us at the Student Union 772-1920.

2011 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 Teen Scene this 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 graduates, college students, and exceptionally skilled high school students.

All camp staff attends intensive trainings and orientations during spring and early summer to prepare them for camp. Trainings include how to effectively teach activities, how to facilitate group leadership, safety trainings, and other important skills relating to working with children. Each staff member has current certification in Cardiopulmonary Resuscitation (CPR), Automatic Electrometric Defibrillator (AED), 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 feel free to call a/your Camp Roseville supervisor.

Camp Ratios

The Teen Scene leader to camper ratio is 10:1. 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 teen'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, 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 toys such as *iPods, hand-held video games, etc.* at camp. The camp staff will not be responsible or liable for the loss of personal items.

Camper Conduct

- Teen Scene is designed to be an **active and adventurous** camp and participation is mandatory. Camp is more fun when teens fully participate in all the daily activities. *We have planned for teens 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 Teen Scene 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

- Teen Scene 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.

- Camp 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**.**

"Three Strikes" Policy

Teens can receive up to three (3) strikes in one week. The strikes and consequences are detailed below. We encourage parents to review with their teen.

1. First, campers will receive a warning.
2. If the undesired behavior continues, your camper will be issued ***strikes*****.**

First strike – Campers will be issued a 15-minute cleaning period, as well as restriction from the activity that they were participating in when the offense occurred.
Second Strike – Staff will discuss concerns with parent at the end of the day, as well as a 30-minute cleaning period for the camper.
Third Strike – Parent will be called for immediate pick-up from camp or trip site. Camper will be asked to leave camp for the remainder of the week. A refund will not be issued for the early dismissal of your teen due to disciplinary reasons. In addition, participation in any future weeks of Teen Scene will need to be discussed prior to the camper returning.

3. ***Consecutive Strikes For Continuous Weeks*** – Teens who receive strikes each session, 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.

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

5. *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 will ***only*** be released to those individuals who have been authorized, in writing, by the teen'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 teen's protection, we will be unable to release a camper to an unauthorized individual.
- The only exception to the above mentioned procedure is when a teen has been authorized in writing (by a parent or legal guardian) to sign himself/herself in and out of camp each day.
  1. If a parent chooses this option, the City cannot be responsible for the camper after he/she signs himself/herself into camp.
  2. Please ask for a sign-in/out form the first day of camp.

Medication/Sunscreen

- The Medication Form must be filled out for every camper. If the camper does not take medication, we will need the form completed to indicate that no medication will be taken.

- Teen Scene staff can administer prescription medication ONLY if:
  1. Medication(s) given to staff is in the **original container(s) with doctor directions labeled**.
  2. A *Medication Form* has been completed and signed by the parent.

- Non-prescription medication can be administered ONLY if parents have written a note that indicates the teen is permitted to take this over-the-counter medication. Type of medication, actual dosages, and times must also be detailed in this parent letter.

- If you would like your teen to use **sunscreen**, the child will need to bring his/her own labeled sunscreen and your written permission to have it applied to your teen. We will see that sunscreen is applied as needed. *Please mark your container with your teen's name.*

- Please do not send medication of any type with your child. Medication and the completed forms are to be given directly to Teen Scene staff by the parent. Teens may not self-administer medication of any kind.

Common Questions and Answers

What happens if it rains…or if it's hot?
We hold camps, rain or shine, hot or cold! Teen Scene has spacious indoor facilities that are air-conditioned. Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold temperatures.

What should my camper wear?
The Teen Scene site is an *active and adventurous* camp, so make sure your child is dressed appropriately.

- It is important that your camper is dressed to be physical and active!
- Closed-toe shoes are required, no sandals. NOTE: Any teen wearing sandals will not be allowed to participate in games and will be asked to call his/her parent for appropriate footwear. However, your teen may bring sandals to change into on swim days.

What if I'm late picking my child up?
The definition of a *"late pick-up"* is any teen(s) who have not been picked up from camp by the scheduled pick-up time on your camp calendar. Please be considerate of our staff by picking up your teen *promptly* when camp ends each day.

- If an emergency arises that will cause you to be late in picking up your teen, please contact camp staff *at least a half an hour prior to the end of the camp day*.
- Teen scene is located at Buljan Intermediate school in the student union:

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

What forms does the City of Roseville need?
Completion 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.
- ***Parent Handbook Authorization*** form is required for each camp participant.
- ***Sign-in/out permission*** form (found on the emergency and camper information form).

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