SPARKS Parent Handbook

Parks and Recreation

Welcome to SPARKS! 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 Parent Handbook is designed to provide each participant and parent with a general understanding of our program. If you have any additional questions, please contact the camp supervisors:

SPARKS Program Coordinator, Jon McElroy (916) 774-5952 or e-mail jmcelroy@roseville.ca.us
Recreation Supervisor, Kristi LaRoche (916) 774-5962 or e-mail klaroche@roseville.ca.us

SPARKS Hours
Camp is scheduled Monday through Friday, from 1:00–5:00pm.

Contacting Camp Staff
If you need to get a hold of camp staff at your site:

SPARKS: Royer at (916) 474-9658
SPARKS: Maidu at 474-9318
SPARKS: Woodbridge at (916) 223-8900
SPARKS Program Coordinator cell phone: (916) 742-2283

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 SPARKS 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 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) 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 the program supervisor, Kristi LaRoche.

Camp Ratios
SPARKS leader to camper ratio is 10:1, and field trip ratios are 8:1. 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 devices such as *iPods, iPads, hand-held video games, etc.* at camp. The camp staff will not be responsible or liable for the loss of personal items.

Camper Conduct

- SPARKS 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.
- All campers are expected to follow the rules of the camp. Camp staff reviews all rules thoroughly on the first day of each session 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

- 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**.**

"Three Strikes" Policy

Campers can receive up to three (3) strikes in a session. The strikes and consequences are detailed below. We encourage parents to review with their camper.

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 10-minute time-out, 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 time-out for the camper.
   Third strike – Parent will be called and the child may be dismissed from camp. A refund will not be issued for the early dismissal of your child due to disciplinary reasons. In addition, participation in any future sessions of SPARKS will need to be discussed prior to camper returning.
3. ***Consecutive strikes for continuous weeks*** – Campers, 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. SPARKS 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 campers.
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 <u>within one hour</u>.
- 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 child's parent or legal guardian. Parents must indicate on the Emergency Authorization 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.
- The only exception to the above mentioned procedure is when a camper has been authorized in writing (by a parent or legal guardian) to sign himself/herself in and out of camp each day.

If a parent chooses this option, the City cannot be responsible for the camper after he/she signs himself/herself into camp. Please ask for a sign-in/out form the first day of camp.

Medication/Sunscreen

- If your child needs to take medication while at camp, you must speak with the supervisor. Parent/Guardians must complete the needed medication form. The 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. All forms can be found at www.roseville.ca.us/ on the day camps page.
- 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. *Please mark your container with your child's name.*

Lunches and Snacks

SPARKS does not supply lunches or snacks. All campers are strongly encouraged to bring a snack daily. Campers are required to bring water bottles daily.

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?

SPARKS 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.

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 SPARKS 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*.

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 and Camper Information*** form is required for each camp participant.
- ***Permission to Administer Medication*** form is required for each camp participant, if a participant is taking medication.
- ***Sign-in/out permission*** form (found on the emergency and camper information form).