

**Parks  
Make  
Life  
Better!**



# City of Carson

Recreation and Human Services Division

# Day Camp Parent Handbook



# OPERATING HOURS

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## Camp Operating Days & Hours

Camp Hours - Camp opens June 10– August 16, 2019

- Early Drop-Off: 7:00 a.m. – 9:00 a.m.
- Camp Hours: 9:00 a.m. – 5:00 p.m.
- Extended Care: 5:00 p.m. – 6:00 p.m.

## Fees

### A. Fee Schedule:

Times	Resident	Non-Resident
7 a.m. – 5 p.m.	\$80	\$110
7 a.m. – 6 p.m.	\$90	\$130
9 a.m. – 5 p.m.	\$60	\$80
9 a.m. – 6 p.m.	\$70	\$100

### B. Additional Fees

#### Late pick-up

\$ 7.50 for 15 – 30 minutes late

\$15.00 for 31 – 60 minutes late

#### Late payment fee

\$5.00 per day

(Fees subject to change without prior notice)

## A Typical Day at Camp

Each camp is unique but follows similar schedules. Swim times may vary depending on what camp your child is attending. The following is a sample schedule:

- 7:00 a.m. – 9:30 a.m.: Arrival: Board games, patio
- 9:30 a.m. – 10:00 a.m.: Snack (parent provides)/clean up
- 10:00 a.m. – 10:20 a.m.: Roll Call, Announcements, Divide into groups
- 10:30 a.m. - 12:00 p.m.: Morning Group Time
- Noon – 1:30 p.m.: Lunch time, free play on playground
- 1:30 p.m. – 3:00 p.m.: Afternoon group time (12 per group)
- 3:00 p.m. - 3:30 p.m.: Snack (City provides)/patio time/rest
- 3:30 p.m. – 4:30 p.m.: Free Choice: Arts & Crafts, Park Class
- 4:30 p.m. – 5:30 p.m.: Trivia Games, Board Games, playground
- 5:30 p.m. – 6:00 p.m.: Clean-up, get ready to go home

Campers participate in a variety of activities each day that have been designed to fit the theme & include:

- Ice Breakers
- Arts & Crafts
- Sports
- Games & Fitness for Kids
- Hands on Science
- Songs, Music, & Drama
- Character Development
- Transitional Activities
- Special Events
- Swimming

## **Camper Ratios**

We operate with the maximum ratio of 1:12 staff to child ratio.

## **Absences**

Please let staff know if your child will be absent. \*Camp weeks will not be prorated based on attendance. If your child does not attend a week of camp, you may be credited for another week.

## **Bathroom Procedures**

Campers are never left alone and never left alone with a staff member. All campers take trips to the bathroom with the entire camp and / or groups of campers escorted by camp staff. Campers will only use bathrooms inspected for safety by the camp staff.

## **Lunch**

Our camps will participate in a free meal program provided by Light House Inc. on all non-field trip days. Participation in the meal program is optional. If you decide not to participate, a sack lunch must be provided daily for your child.

- Please pack a healthy, low sugar and balanced meal. No soda please! Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the night before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name and the date. A marker and masking tape for labeling lunches will be available at the sign-in desk in the camp location.

Please do not provide your child with food that will need heating or to be microwaved. Camp staff is not responsible for food preparation or pre-heating meals.

# **WHAT TO BRING**

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## **Sunscreen**

Should your child be required to use sunscreen while participating in the day camp, the following procedures **MUST** be followed in accordance with summer camp policies:

- Keep sunscreen in the original container, labeled with your child's name.
- Camp staff will remind campers to apply sunscreen multiple times per day.
- Camp staff will apply sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own sunscreen.

### **Grouping Campers Together**

We'll do our best! Many of our camps are divided into groups by age and/or ability. Please send a note to your child's Camp Site Director on Monday morning and we will make our best effort at keeping your child with his/her friend. Of course, there are circumstances (age and/or ability) in which the camp staff will be unable to meet your request. Luckily, there is a great deal of time in which the entire camp is together. Your child will be able to be with his/her friend during this time. And remember, camp is for making new friends too!

### **Screen-Free Camp**

Summer Day Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, etc., become disruptive to camp life and detract from the camp experience. If a cell phone, iPod, DSi, etc., comes to camp, it will be collected and placed at the front desk until pick up. Please contact the park office if there is an emergency in which you need to contact your child. The City of Carson is not responsible for lost, stolen, or broken personal items.

## **FIELD TRIPS**

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### **Field Trips**

- During each week of camp, field trip/program activities are planned to various local attractions or onsite locations. On field trip days, children will be required to be at camp by 8:30 a.m. Sack lunches are required on field trip days, unless noted otherwise.
- Children are not required to participate in field trips. If you decide to not send your child on a camp site's field trip, they must be taken to an alternative camp site for that day.
- Field trips are age appropriate.
- Children must wear the current Summer Day Camp shirts on field trip days.
- You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the Summer Day Camp, including any unforeseen delays or inclement weather.
- A qualified staff person will be in charge of a specific group of children during each field trip. Each group will not exceed the state ratio for field trips (ration 1:6). Each staff will have a written list of the children in their group with them at all times. The Summer Day Camp leader is required to go on all field trips, will ensure all policies and procedures are followed, and will be responsible for bringing the children's necessary documents on the field trip.

### **Field Trip Discipline Policy**

On site discipline policy will be followed on all field trips. Any child who leaves his/her groups will not be allowed to go on future field trips. Any child who cannot follow field trip guidelines is subject to suspension from all future field trips. If a child's behavior poses a threat to the safety of themselves or others, that child will lose field trip privileges. If your child is suspended from a field trip because of behavior, you will not receive a refund for that field trip.

### **Transportation**

Transportation is provided to and from all scheduled field trips.

# SWIM GUIDELINES

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## **Swim Attire**

Please send your child to camp with a swimsuit and towel on scheduled swim days, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your child's swim schedule, sending your child with his/her swim gear each day will allow them to participate in any pool activities in case of a schedule change.

## **Swim Test for Deep End Entry**

Children will be swim tested at the beginning of each session and grouped accordingly. The swim test will consist of swimming one width of the pool using a recognizable stroke. The procedure is required to ensure safety in the pool. Successful completion of this test will allow the children to swim in the deep end of the pool during camp time. Those campers that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions! All campers will be marked as swimmers (with wristband) or non-swimmers at the completion of the swim test.

## **Water Safety Rules**

1. Swimming safety is based on common sense. Keep rules in mind at all times.
2. Stay in assigned section of the pool.
3. No roughhousing in the water.
4. Do not dunk other swimmers.
5. Do not hold anyone under water.
6. Do not accept dares.
7. Always walk. No running in the pool areas.
8. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
9. No diving or jumping from the sides of the pool.
10. Waterslide restrictions: NO jewelry, shirts, rash guards, or any swim suit that may damage the waterslide, must be 48" or taller and at least 7 years old to ride waterslide.

# STAFF TRAINING

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## **Staff Training & Qualifications**

All camp staff is required to attend training prior to the first day of Summer Camp.

Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management. In addition to learning all the policies and procedures of the Summer Camp Program, they will learn how to take a head count, how to check children in and out, and how the drop-off and pick-up operates. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects.

At the completion of our training, they are ready to use their new skills and knowledge with campers.

# COMMUNICATION

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## Communicating with the Summer Camp Staff

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, altercations in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the uttermost confidence.

On the first Monday of each session you will receive important information regarding schedules, field trips, special events, etc. Please read all the information carefully and save it for future reference.

## Contacting your Child at Camp

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site director at any time.

**Campers are not allowed to have cell phones or any other electronic devices at any of our camp sites.**

# ILLNESS/EXCLUSION

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## Illness and Exclusion Criteria

All immunizations must be current. Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child, please keep them home until they feel better and no longer present danger of passing on their illness.

Exclusion from camp may include, but not limited to the following illness/communicable health problems:

- Conjunctivitis (pink eye)
- A chronic runny nose with discolored discharge
- Vomiting or upset stomach
- An open rash
- A chronic cough
- A fever
- Signs of general fatigue or discomfort
- Head lice

# ACCIDENT/EMERGENCY

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## Accidents/Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by the camp staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the camp log.
- The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff as per your orders on the camp registration form and policies and waivers. Please be sure to keep these forms updated at all times. If

parents or other responsible adults are unable to be reached, the child will be taken to the nearest hospital for any necessary treatment.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken: (may not be in this order)

- Immediate First Aid will be administered by the camp staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the City of Carson accident/incident report.

Emergency information is very important for us to provide the safest possible environment for your children.

\*\*\*Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

The City of Carson does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history / registration form what type of health insurance you carry.

## CODE OF CONDUCT

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Our Summer Day Camp programs strive to meet the needs of all children without ignoring the demands of any individual within the boundaries of set guidelines and rules. The City of Carson has established rules, consequences and a zero tolerance policy on specific behaviors. We reserve the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

### Rules

- Keep hands, feet, body and objects to yourself.
- Show respect to staff, others and self.
- Speak for yourself, not others.
- Do not willfully destroy property.
- Do not go anywhere without a staff person.
- Always clean up after activities.
- Have fun!

### Consequences

- Verbal warning.
- Re-direction to another activity.
- Time away without activities.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of suspension (1 Day), next day of care/without refund
- Notice of suspension (3 Days), next 3 days of care/without refund
- Conference with Program Director/Parent/Camper.
- Removal from program.

**\*Due to the seriousness of the behavior, any step can be taken at any time.\***

## **Zero Tolerance**

- Inflicting physical harm on another individual.
- Verbal threats that may cause physical harm to another individual.
- Verbal threats that may destroy property.
- Possession of a weapon, controlled substance or alcohol.
- Use of foul language.
- Inappropriate touching of another individual.
- Camper does not stay within the boundaries of the camp (runs out of the program).

The City of Carson reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

# **ADULT CODE OF CONDUCT**

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## **Adult Code of Conduct**

The following guidelines have been created to meet the standards, policies and procedures for child care centers. All Summer Day Camp staff and volunteers are knowledgeable of these standards, policies and procedures.

- Communicate with the Summer Day Camp Director or staff daily.
- Give detailed information to the Camp Site Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the camper must not be present when campers are in care.
- Do not confront any camper in threatening manner.
- Do not confront campers from other families.
- Using profanity in the presence of a child is prohibited and against the law.
- Report concerns to the Day Camp Site Director.
- In the event of threatening behavior towards a staff member or child, 911 will be called.
- People must not smoke, use tobacco products, E Cigs, or Vape Pens on the premises, on the playground, in transportation vehicles or during field trips. Please refer to the following smoking ordinance:

### **§ 41107 Smoking Prohibited in Parks**

Smoking prohibited in parks, playgrounds, recreation centers; also prohibiting disposal of tobacco-related products in parks, playgrounds and recreation centers.

(Full Non-Smoking Ordinance available upon request).

## **Consequence of Parent Misbehavior**

In regards to the “Adult Code of Conduct” listed above, any parent misbehavior will result in the Summer Day Camp Director’s decision ranging from a verbal warning to the maximum penalty being parent’s removal from the building or the camper’s removal from our program.



# PARENT HANDBOOK AGREEMENT FORM

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Please complete and return form to the Summer Day Camp office with your child's registration application. Your child may not begin camp until this form is signed and turned in.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

With my signature I, \_\_\_\_\_, hereby acknowledge that I have Received, read, and understand all Summer Day Camp rules, policies, and procedures stated in the Parent Handbook and the Registration Application. I understand and agree to review this information with my child(ren) and any other persons associated with my child(ren) during this period of care with the Summer Day Camp. I further understand that failure to comply with any part of Summer Day Camp rules, policies, and procedures may result in my child's dismissal from the program.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date Signed