

Orangevale Recreation and Park District

**Rec'ing Crew Summer Camp 2011
Parent Information Guide**

Welcome to the Orangevale Recreation and Park District's Rec'ing Crew Summer Camp. We look forward to an action packed summer full of sports, games, crafts, activities, and field trips. Each Monday, every participant will receive a new calendar for that week, as well as information on the field trip.

-----**General Policies and Procedures**-----

Camp Hours and Location

Regular Rec'ing Crew hours are from 9am - 3pm extended hours are 7am-6pm. Please drop off and pick up your camper(s) on time. For extended hours, you may drop off your child anytime between 7am and 9am; and pick-up anytime before 6pm.

Please do not drop off your child before 7am for extended camp hours, or 9am for regular camp hours. Campers cannot arrive between 7am and 9am without registering for extended hours. Early drop-offs will be charged a \$5 fee for each ten minute increment (or portion thereof) that the child is early. In the same sense, please drop off your child between 9-9:30am, so that we may start daily programming. Also, keep in mind that some field trips will be leaving earlier and your child may need to be dropped off early to catch the bus. If your child is going to be absent or late, please notify the District office at 988-6140.

Please pick up your camper(s) promptly at 3pm for Regular camp and no later than 6pm for extended hours. A \$5 fee will be charged for each ten minute increment (or portion thereof) until the child leaves the site. If you anticipate being late or an unexpected problem should occur, please notify Brandy Kunakey, Recreation Supervisor, at 988-4373.

All fees must be paid in full within two days of a late pick-up or early arrival incident.

Rec'ing Crew Summer Day Camp will be held at the Orangevale Recreation & Park District's Activity Building located at 6818 Hazel Avenue, Monday-Friday.

Sign-In Procedure

Parents are required to sign-in their camper(s) at the Activity Building. When arriving at site, please initial the attendance sheet.

Sign-Out Procedure

Parents are required to sign-out their camper(s) from the program site. Please check the sign-out table for informational flyers and parent notices on upcoming camp activities.

For all drop offs, pick-ups, sign-ins and sign-outs, please go to the Activity Building.

For the safety and protection of the participant, only persons authorized by the parents, and listed on the Child Emergency Information form will be allowed to pick up the child. Please be prepared to show proper identification until the program staff gets to know you and your child. Any adult that is not listed

on the Child Emergency Information form will not be allowed to remove the child from the program site. It is imperative that program staff be notified in advance if someone else is going to pick-up your child.

Sign-Out on Swim Days

On Tuesdays and Thursdays, the Rec'ing Crew Camp will be at the Orangevale Community Center Swimming Pool (located behind the Community Center). *If a participant does not have the extended hours option, they need to be picked up AND signed-out by their parent/guardian at the pool by 3 pm.* Extended hour campers will remain at the pool until 4 pm. After that time, please sign camper out in the Activity Building.

Child Emergency Information Form

The Child Emergency Information form is included. The emergency form is critical and necessary for all participants. Please complete and return the form to the recreation staff on the first day of camp. *This form must be completed before a child can participate in Rec'ing Crew.*

It is very important that the program staff have accurate and updated information on you and your child in case of emergency. Please notify staff as soon as possible if any emergency information changes.

Please inform Brandy Kunakey, Recreation Supervisor of any special needs that your child may need at camp. It does help the staff members to be honest about any conditions that your child has (i.e. health, mental, or physical), so that we can serve your camper best.

Medication

If a child needs special medication, under no circumstances are they allowed to have possession of it during camp hours. Please contact Brandy Kunakey, Recreation Supervisor, for special instructions regarding this issue.

Credits/Refunds

The District does not provide credits and/or refunds of program fees for days missed. Applicable refunds shall be processed for any participant who is removed from the program by District staff.

Refunds and/or transfers shall be granted before the date of the first day of camp if requested by the parent. We're sorry, but we cannot grant refunds or transfers after the first day of camp.

Child Illnesses

Please keep sick children at home. Many communicable diseases begin with cold-like symptoms. Even though you think it's just a cold, the child should not attend the program for the following reasons:

- Your child's resistance to disease is lowered.
- If it is a cold, other children may contract the same symptoms.
- Your child may be transmitting a more serious communicable disease.

If your child becomes ill during the course of the program, he/she will be isolated from the other children. You will be contacted to pick up the child immediately. If you cannot be reached, other authorized adults designated on the Child Emergency Information form shall be contacted. Children must be free from illnesses for a 24-hour period before returning to the program.

We discourage the dispensing of medication during camp hours. However, if medication is absolutely necessary, parents must provide written instructions of how to administer the medication to the program supervisor. The instructions must include the exact dosage, the frequency, and any side effects that the medication may cause. The dispensing of medication is at the discretion of the Recreation Supervisor.

-----Behavior/Expectations-----

Appropriate Behavior

Children are expected to use appropriate behavior while participating in our Rec'ing Crew Summer Day Camp. Children are expected to refrain from biting, kicking, screaming, hitting, cursing, racial slurs, and other disruptive behaviors. If a child has a recurring behavior problem, the Recreation Supervisor will discuss the issue with the parent. If efforts to control disruptive behavior are unproductive and the problem continues, ORPD reserves the right to remove the child from the program and refund the remaining program fee.

Discipline Process

Our goal is to establish a controlled, structured environment that develops self-control and self-discipline within each child. Proper boundaries and limits are set to assist each child in guiding and regulating their own behavior within the program. The ultimate goal of our discipline policy is for the child to develop self-control. Our Recreation Leaders are asked to fill out a Rec'ing Crew Behavior Form when a problem occurs. A copy of this report is provided to parents.

The following discipline program will be used with the children for minor discipline problems:

- 1st offense* Warning
- 2nd offense* Time out – “Cool Off” period – Behavior Form
- 3rd offense* Removal from daily activity – Behavior Form and confer with parents when child is picked up.

Fighting, racial slurs, or other malicious behaviors are **ABSOLUTELY NOT TOLERATED**.

Ongoing behavior issues that are not resolved through the discipline procedures may result in a child being suspended or expelled from camp. Only the Recreation Supervisor can authorize suspending or expelling a child from the program.

-----The Basics-----

Camp Visitations

Parents are welcome to visit camp at any time, however, you must check-in with camp staff upon your arrival. If you are planning to bring multiple visitors, we ask that you notify the Recreation Supervisor in advance when possible. The camp program site is not appropriately suited for infants or pre-school-aged children, and therefore we ask that you not bring young children to visit camp.

Field Trips

Rec'ing Crew offers one field trip each Wednesday. Each field trip is listed on your weekly calendar. While the cost of the field trip has been included in camp fees, parents are responsible for providing any "spending money" you might choose to give your child for a trip. If a child is not going to attend a scheduled field trip, parents will need to make alternative arrangements for their child since camp will be closed for regular program operations. Program fees will not be pro-rated for missed field trips. All program participants will be required to complete a field trip permission slip form in order to attend any of the scheduled field trips as well as wear their issued field trip shirt. All campers must bring a sack lunch on all field trips, unless otherwise noted on the field trip form.

Camp T-shirt

All campers will receive **ONE** t-shirt for the entire summer. This camp shirt must be worn on all field trips. If a child is not wearing the camp shirt on the field trip day, Rec'ing Crew Staff will call home to notify a parent that it is needed for the trip. On field trip days **NO** participant may load the bus without a Rec'ing Crew shirt, no exceptions. If the shirt is lost at any time, you may purchase a second shirt for \$10.

Items to bring to Camp

Snack: At 10:15 am daily, campers will have a snack time.

Lunches: Participants **MUST** bring a sacked lunch, which requires no refrigeration or microwave every day to camp. This includes field trips, unless noted on the field trip form, in which the child may bring money to buy lunch. Please keep in mind that not all field trip locations have a snack bar to purchase lunch, so please ask if not otherwise noted on the field trip permission slip.

Sunscreen: Campers are out in the sun daily; please keep this in mind. Have your child bring sunscreen with him or herself as we will have times during the day when they can apply it to themselves. ORPD is not responsible for your child not putting on their sunscreen.

Swimsuit and Towel: On Tuesdays and Thursdays, campers will go swimming at the Orangevale Community Pool. Please make sure participants bring the necessary clothing.

Other: Any personal toys or games brought by children should be clearly marked. Orangevale Recreation and Park District takes no responsibility for damage or loss of any personal items. It is recommended not to bring expensive or easily breakable items to camp. ORPD asks that walkmans, iPods, Gameboys, and other toys stay at home.

Appropriate Camp Attire

Rec'ing Crew participants will play actively throughout the day. For this reason they are **REQUIRED** to wear "**closed-toed**" athletic shoes, and clothes that can withstand paint and wear and tear. For girls we recommend that they wear shorts or pants, as many activities are very active and a dress may limit their range of movement. Sandal like shoes may be worn to the pool on swim days only. However, once we return to site, each participant must wear closed-toe shoes. Please dress your child according to the weather.

Craft Supplies

Most craft materials are supplied by ORPD. For special crafts, the children may be asked to bring some supplies from home such as an old T-shirt or empty milk container. We will note needed items on the calendar and appreciate your support.

Extended Hours Activities

Extended hours are offered to aid working parents by allowing earlier drop-off and later pick-up times for Rec'ing Crew. In order to keep the extended hours option affordable, activities offered during the commuter extended hours are less structured and more self directed by the campers. Board games, cards, puzzles, weekly videos, outdoor games, relays, and basketball in the gym are typical activities during extended hours.

Contact Information

Again, thank you for enrolling in Rec'ing Crew Summer Day Camp. If you should have any questions regarding this information, feel free to contact the District office at 988-6140.