



Rec'ing Crew Summer Day Camp Parent Handbook

Welcome and thank you for enrolling your child in the Orangevale Recreation & Park District's Rec'ing Crew Summer Day Camp! Our goal is to provide engaging, safe & FUN programming. Within this handbook you will find information for the Rec'ing Crew Summer Day Camp including programming and safety protocols to ensure the wellbeing of all participants and staff. Sometime prior to the week you have registered for camp, you will receive information for the week's field trip, along with location and check-in procedure.

Contact Information

Recreation Coordinator	Andrew Gross	andrew@ovparks.com	916-988-4373
Recreation Supervisor	Jason Bain	jason@ovparks.com	916-988-4373
CAMP PHONE			<u>916-826-2808</u>

Rec'ing Crew Hours and Locations

Regular Rec'ing Crew hours are from 9:00am-4:00pm. If you will be dropping off your child later than 9:30am or will not be attending, please contact our program staff directly using the phone number at 916-826-2808. You can also call the District Office at 916-988-4373 during work hours from 8:30-4:30pm and they can pass the message to our camp staff.

Regular hours campers must be picked up by 4:00pm, if you are picking up before 3:30, again please let us know.

For extended hours, 7:30am-5:30pm, you may drop off your child anytime between 7:30am and 9:00am; and pick-up any time between 4:30pm and 5:30pm. Should you be early to drop off or late to pick-up for your child a \$10 fee will be charged for each ten-minute increment. All fees must be paid in full before the next available program.

Rec'ing Crew Camp will be held Monday – Friday at the Orangevale Community Center Building 1 & 2, 6930 Hazel Ave.

Check-In/Check-Out Procedure

Parents/Guardians are **required** to sign their children in and out daily. For the safety and protection of the child, only persons authorized by the parents/guardians, and listed on the Child Emergency Information form will be allowed to pick up the child. **Please be prepared to show photo identification every time you pick up 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 the Recreation Coordinator be notified, in advance, in writing at andrew@ovparks.com if someone not listed on the forms is going to pick-up a child.

Health & Safety Protocol

OVparks follows current Sacramento County Health Department guidelines. We will continue to adjust our programs depending on the current guidelines and will notify you promptly of any changes. Please keep sick children, or children with lice, at home. Many communicable diseases begin with cold-like symptoms. If your child has any symptoms of illness, your child should not attend to avoid transmitting communicable diseases to others. If your child becomes ill during the course of the program, they will be isolated from the other children, and 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 general illnesses symptoms for a 48-hour period before returning.

Child Emergency Information Form

The Child Emergency Information Form is critical and required for all children. Please complete and return the form to the recreation staff on the first day of program and notify staff as soon as possible if any emergency information changes. ***This form must be completed before a child can participate in Rec'ing Crew.*** One form must be completed per child per year. Once the form is on file, you do not need to complete it again this year for this program.

Medication & Accommodations

If a child needs special medication, under no circumstances are they allowed to have possession of it during program hours, except for an inhaler or EpiPen. A child with possession of their inhaler or EpiPen will have it with them always, carried on them in a pocket or waist pack/backpack. They MUST be informed on how to self-administer the EpiPen or inhaler. A copy of a doctor's note for medication and a Reasonable Accommodation Request Form, located within the Child Emergency Form, must be submitted to allow any medication to be taken at OVparks. **Only the dosage that is required at camp, per day, is allowed to be brought to OVparks and must be kept in a separate, labeled, resealable clear plastic bag which will be locked in a location only accessible by staff. It is up to the child to remember to take medication, as OVparks staff are not permitted to administer or assist with any medication.** Please inform staff of any special needs that your child may have during Rec'ing Crew. Please disclose ALL CONDITIONS to staff members to better serve your child's needs.

Program Information

OVparks has planned an extensive weekly schedule with engaging and creative daily programming with themed activities, crafts, and games. Each week children will enjoy swim days, fun fitness, STEM projects, teambuilding activities, guest speakers, field trips, art projects, water activities, camp-wide challenges that go along with the theme, movies and last but not least – DRESS UP DAYS! Every day will be filled with fun and we will all do our part to keep our community safe. Below is a basic weekly schedule, please note that we do crafts and games daily and all of our activities are flexible.

Monday	Tuesday	Wednesday	Thursday	Friday
Introductions	Swim Day	Field Trips	Swim Day	All Camp Challenge & Party

Behavior Policy

Our objective is to establish a controlled, structured environment that develops self-control and self-discipline within each child. Children will be rewarded for being positive members of the OVparks community. Children are expected to use appropriate behaviors and adhere to the program rules while attending OVparks Rec'ing Crew. If a child has recurring behavior issues, the staff will document the issue utilizing the OVparks Behavior Form. A copy of this report is shown and discussed with the child and guardians upon pick-up. Physical aggression, racial slurs, or other malicious behaviors are **ABSOLUTELY NOT TOLERATED**. If reasonable efforts to control disruptive behavior are unproductive and the behavior continues, OVparks reserves the right to remove the child from the program. In general, OVparks will use a 3-strike policy, where on the third offence the child will be removed from daily programming. However, OVparks reserves the right to remove a child from the program after the first offense, should the child's behavior be deemed to warrant it. The Recreation Supervisor will make the final decision to authorize suspending or expelling a child from the program. If you have any questions about our behavior policy, please contact the Recreation Coordinator.

Communication

Staff will communicate with families using the camp phone, & you can always reach camp by calling **916-826-2808** during camp hours. For all other inquiries, reach out directly to the Coordinator Andrew Gross at andrew@ovparks.com

Credits/Refunds

We do not provide credits or refund for days missed. Full refunds, minus the non-refundable administrative fee and/or transfers shall be granted 14 days prior to the first day of the session if requested by the parent/guardian. A \$8 refund fee will be held within 14 days of program start date minus the non-refundable administrative fee. OVparks cannot grant refunds or transfers after the first day of Rec'ing Crew. Please contact us with questions about moving your "off day".

Field Trips

Rec'ing Crew usually offers one field trip each Wednesday. 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 specific trips. Any money that the camper is given is the camper's responsibility and staff is not responsible if money is lost or spent improperly. All participants and staff will attend field trips on Wednesdays. 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 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.

Items to bring to Camp

Water, Lunch & Snacks: Please pack a reusable water bottle to keep with your child. Water breaks will be encouraged frequently, and staff will assist with refilling bottles. Children **MUST** bring a labelled sack lunch and snacks, **which require no refrigeration or microwave**, every day to camp. In the event of a forgotten lunch and if parents/guardians are unable to drop one off, a *Lunchable* will be provided and the child's account will be billed \$8. This

Sunscreen: Sunscreen must be supplied by the child's parent or legal guardian and must be labeled with the child's name in effort to reduce exposure to allergens. OVparks requests that parents/guardians apply sunscreen to their child before bringing them to camp. During the program, children will be asked to apply their sunscreen on themselves, as staff and other children are not permitted to apply sunscreen to them. Please keep in mind that children may be exposed to the sun for an extended period due to certain activities; therefore, it is the child/guardian's responsibility to avoid sunburn. It is not the District's responsibility if sunscreen is used improperly or if the child gets sunburned.

Swimsuit and Towel! On Tuesdays and Thursdays, children will have swim time at the Orangevale Community Pool as well as play water games. Please make sure children bring the necessary clothing, including a second pair of shoes that can get wet for water games, a change of dry clothing, towel, and labeled sunscreen. If we have water activities on additional days of the week, parents/guardians will be notified in advance if swimsuits and towels are needed.

Personal Items: OVparks takes no responsibility for damage or loss of any personal items at camp. **DO NOT BRING TOYS TO CAMP.** OVparks does not permit the use of MP3 players, cell phones, iPods, iPads, tablets Gameboys, PSP, trading cards and other toys/electronics in summer camp, and leaders will tell campers to put all items away if seen. If a cell phone is a necessity, phones must be left in backpacks during program hours. Staff will have access to District phones if contact with parent/guardians is mandatory. If the possession of a phone at Rec'ing Crew becomes a continual disruption to the program, the Recreation Coordinator will contact parents/guardians to pick it up.

Appropriate Camp Attire

Rec'ing Crew participants will play actively throughout the day. For this reason, they are **REQUIRED** to wear "closed-toe" athletic shoes, and clothes that can withstand paint, sweat, and play. Hats are highly encouraged for sun protection. If children wear improper shoes to camp, they may be asked to sit out of specific activities due to safety concerns. This includes crocs, flip flops, or other sandals. On swim days we ask that children bring a second pair of shoes that can get wet to change into, which can include open-toed shoes for the walk to the pool deck. We recommend children wear shorts or pants and clothing they feel comfortable moving in, as many activities are very active and require a large range of movement. Please dress your child according to the weather and remember to apply sunscreen.

Swim Days

On Tuesdays and Thursdays, the Rec'ing Crew groups will have scheduled time to swim at the Orangevale Community Swimming Pool (located behind the Community Center). If you will plan on picking up your child before 4:00pm please notify camp staff and they will inform you if your child needs to be signed out at the pool or at their camp site.

Camp Visitations

Parents/Guardians are welcome to check in on the program at any time via phone or email. **We do not allow visitors at camp unless prescheduled.**

Photo/ Video Release

Photos and videos of our programs are often taken and used for marketing materials. If you wish for your child not to be included in these photos/videos, please inform the staff as soon as possible.

Camp Map & Contact Info

Rec'ing Crew Location Information

Building 1 & 2 Address:
6930 Hazel Ave. Orangevale CA, 95662

OVparks Rec'ing Crew

Building 1 & 2 - 6930 Hazel Ave.

Camp
Cell
Phone
Number:
916-826-2808

OVparks
District
Phone
Number:

916-988-4373

