



Rec'ing Crew Summer Day Camp 2021 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 in enriching, interactive & FUN programming while following all health and safety protocols from the Sacramento County Health Department. Within this handbook you will find information for the Rec'ing Crew Summer Day Camp including programming and health and safety protocols to ensure the wellbeing of all participants and staff. We will continue to adjust our programs depending on the current guidelines and will notify you promptly of any changes. On the Friday prior to the week you have registered for camp, you will receive information for the week's daily activities and field trip, along with location and check-in procedure.

To our amazing Rec'ing Crew Campers – We are beyond excited to get the summer started with our 2021 Rec'ing Crew! We want to give you a heads up about how camp will look:

- We will check your temperature and ask a few questions before you hop, skip, or jump into camp.
- Campers will be in small groups called "Crews" based on your age group, with at least 2 Camp Staff supervising. We will not be able to mix up the Crews during the week, but you will get to interact with friends in your crew!
- We will have POOL DAYS on Tuesdays and Thursdays and solve mysteries during walking trips to the parks and special locations on Wednesdays!
- Each week has a different theme, with a theme name for your Crew and a dress up day each week! During Superhero week you might be in the Batman Crew and you can dress up as your favorite superhero on Friday!
- Please wear a mask- we will give breaks when outdoors as much as possible.
- Each camper will have their own cubby to keep their lunch, water bottle and art kits (provided by OVparks). This is your cubby for the whole week!
- Camp is all about the campers, any game, project, or activity idea you have, we are all ears!

OVparks Rec'ing Crew Camp Staff is looking forward to seeing you soon for an AWESOME summer! Again, thank you for choosing OVparks Rec'ing Crew Summer Day Camp. If you have any questions regarding Rec'ing Crew or any summer camp programming, do not hesitate to contact the Recreation Coordinator Nadia Khkhokhar Roberts.

Contact Information

Recreation Coordinator	Nadia Khkhokhar Roberts	nadia@ovparks.com	916-988-4373
Recreation Supervisor	Jason Bain	jason@ovparks.com	916-988-4373

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 10:00am, will not be attending, or plan to pick up your child before 3:30pm, please contact our program staff directly using the Bloomz app or the phone number listed for your child's group in the email you are sent the Friday previous to the camp week. You can also call the District Office at 916-988-4373 and they can pass the message to our camp staff. Regular hours campers must be picked up by 4:00pm. 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 your child a \$5 fee will be charged for each ten-minute increment or portion thereof. All fees must be paid in full within two days of a late pick-up or early arrival incident. All fees must be paid before your next program enrollment with OVparks. Rec'ing Crew Summer Day Camp will be held Monday – Friday at two locations:

Building 1, Building 2, Cottage - 6930 Hazel Ave.
Orangevale Community Center - 6826 Hazel Ave.

Check-In/Check-Out Procedure

Parents/Guardians are required to sign their children in and out at their designated check-in area, outside of the program area. 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 nadia@ovparks.com if someone not listed on the forms is going to pick-up a child.

When arriving at site, staff will perform a Health Check described in detail in the Health & Safety Protocol section below. ***Under no circumstances are children to be dropped off without completing the health check.*** After passing the health check, children will be signed in and admitted into the camp facility.

Health & Safety Protocol

Following the California Department of Public Health Covid-19 Industry Guidance on Day Camps and Child Care as well as Sacramento County Guidelines, OVParks will focus on prevention, sanitization & physical distancing in our safety protocols. This includes intensive training for all staff and taking the following steps to ensure the safety of all children:

- Children and staff will be encouraged to stay home if they feel ill. Health checks upon arrival for staff and children will occur daily.
- Families are expected to check their children daily for symptoms and monitor how they are feeling prior to coming to OVParks. We ask that you keep your children home if they are experiencing any symptoms. **If you, your child, or someone in your household is suspected to have possibly contracted or has tested positive for COVID-19, do not attend camp and alert the Recreation Coordinator immediately.**
- Routine cleaning and sanitizing will occur after transitions and at the end of the day.
- Individualized supplies and materials will be provided to limit sharing.
- Regular handwashing and other good hygiene habits will be encouraged.
- Physical distancing of 3 feet will be maintained throughout the day using tape and signs as markers.
- Cloth face coverings will always be worn by staff and children indoors and outdoors when 3 feet of distance can't be maintained. There will be mask breaks outdoors throughout the day.

Health Check Procedure

Daily, upon arrival, children will have their temperature checked and their family will be asked if the child, or anyone in their household have experienced any of the following COVID-19 symptoms within the last 72 hours **or received a positive test result.**

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| • Fever | • Shortness of breath or difficulty breathing | • New loss of taste or smell |
| • Chills or repeated chills | • Fatigue | • Sore throat |
| • Cough | • Headache | • Congestion or runny nose |
| • Muscle or body aches | | • Nausea or vomiting |
| | | • Diarrhea |

Children with a temperature of **100.4°F (38.0°C)** or above, OR if they have experienced any of the above symptoms will be asked not to join the program. Monitor how they are feeling and only return after 3 days with no fever, when symptoms have improved, and when it has been 10 days since COVID-19 symptoms first appeared. In the case of a COVID-19 exposure, wait 10 days from exposure to return to camp.

Child Illnesses

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, 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 general illnesses for a 72-hour period before returning to the program.

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. Once the form is on file for the current summer, 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. If a child will have possession of his/her inhaler or EpiPen, it will always be carried on them in a pocket or waist pack/backpack. A copy of a Doctor's note for medication and a Reasonable Accommodation Request must be submitted to allow the medication to be taken at OVparks. **Only the dosage that is required 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. It does help the staff members better serve your child if you disclose all conditions that your child has (i.e. mental or physical health). *OVparks requires a two-week notice for all special accommodations per program request.*

Program Information

OVparks has planned an extensive weekly schedule with specific daily programming and themed activities. Each week children will enjoy swim days, fun fitness, STEM projects, mindfulness activities, guest speakers, walking trips to nearby parks with nature education along the way, 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!

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 use redirection and 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 even 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 be able to communicate with families using the Bloomz app. Bloomz can be used to access the activity calendar, message staff, view photos and receive updates. Guardians will be able to sign up for Bloomz.net through an invite that will be emailed by the Recreation Coordinator.

Credits/Refunds

The District does not provide credits and/or refunds of program fees for days missed. Full refunds 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. We are sorry, but OVparks cannot grant refunds or transfers after the first day of Rec'ing Crew. A service fee of \$2 is applied to all refunds.

Field Trips

Rec'ing Crew usually offers one field trip each Wednesday. This summer we will be going on trips to parks and farms within walking distance of the Orangevale Community Center. All children in the Rec'ing Crew program will be required

to complete a field trip permission slip form in order to attend any of the scheduled field trips. All children must bring a sack lunch on all field trips, unless otherwise noted on the field trip form.

Items to bring to Camp

Cloth face coverings/masks that completely cover the mouth and nose will be required for your child to bring to camp daily. Children will be required to wear masks indoors and when physical distancing cannot be maintained. Mask breaks outdoors will be provided. *If you do not have a mask, please let the Recreation Coordinator know.*

Water, Lunch & Snacks: Please pack a reusable water bottle to keep with your child. Water breaks will be encouraged frequently. Staff will assist with refilling them. 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 staff are unable to reach a parent or guardian, a *Lunchable* will be provided, and the child's account will be billed \$6.

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. 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 shoes that can get wet for water games, a change of dry clothing, towel, and labeled sunscreen. We may have water activities on additional days of the week and parents/guardians will be notified in advance.

Personal Items: OVparks takes no responsibility for damage or loss of any personal items, therefore it is recommended not to bring personal items to camp. OVparks does not permit the use of MP3 players, cell phones, iPods, iPads, tablets Gameboys, PSP, trading cards and other toys in programs and requests that these items stay home. 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, wear and tear. If children wear improper shoes to camp they may be asked to sit out of specific activities, due to safety concerns. This includes crocs or other sandals (except for use when engaging in water play or at the pool). 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. On swim days we ask that children bring a second pair of shoes that can get wet to change into! Please dress your child according to the weather.

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. Unfortunately, we are not able to allow visitors at camp this summer due to health and safety protocols. We will share updates using the Bloomz app to let families know what their children are up to!

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.