



Parent/Guardian Packet & Camper Code of Conduct

Welcome to the Cameron Park CSD Kids Summer Camp Program!

Thank you for enrolling your child in the Cameron Park CSD Summer Day Camp program. Please familiarize yourself with this packet. **Every child MUST have a Medical Emergency form on file to be left under the supervision of the camp staff.** Form is available online during the registration process of the camp. Children will not be admitted into camp without completed forms.

Camp Phone Numbers and Contact Information:

Clarissa Lowe
Recreation Supervisor,
Work/Desk: 530-677-2231
Email: clowe@cameronpark.org

Chelsea Foreman,
Recreation Coordinator
Work: 530-677-2231
Email: cforeman@cameronpark.org

Camp Policies & Procedures:

Every participant must have a completed Emergency/Medical Form, which is necessary to provide current medical needs and information. Parents will be responsible for completing the form prior to their child’s first session. It is the parents’ responsibility to update any changes in emergency information. If your child is seriously injured, the Site Director will contact emergency medical assistance. The Emergency Form is where you need to list any special information that staff might need to know about your child, such as allergies, medication, or other necessary program modifications/accommodations.

Camp Schedules:

A weekly schedule with information about the happenings will be displayed at camp each Monday. Due to unforeseen weather, the schedule may change except for swimming, which will take place Monday through Thursday from 1:00pm to 3:00pm. A sample layout of what our daily schedule will look like is below. **Please note this is not guaranteed but will be a general guide. **

| Time | Cohort A (Ages 6-8) | Cohort B (Ages 9-12) |
|-------------------|-----------------------------------|-----------------------------------|
| 12:00pm – 12:30pm | Drop-off & Lunch | Drop-Off & Lunch |
| 12:30pm-1:00pm | Sunscreen / get dressed for Pool | Sunscreen / get dressed for Pool |
| 1:00pm-3:00pm | Swim Time | Swim Time |
| 3:00pm-3:30pm | Shower/Change | Shower/Change |
| 3:30pm-4:30pm | Craft /Activity | Craft /Activity |
| 4:30pm-5:00pm | Pick up at CSD Classroom A | Pick up at CSD Classroom B |



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Daily Check-in and Out Procedures:

All campers must be checked in and out by an adult providing identification. Please note, NO child will be released to anyone who is not listed on the participant's emergency contact info in our registration system. All notes stating otherwise and brought in by a participant must be verified by the Recreation Specialist, Cora Pigg. The combination of verbal and written communication is ideal to ensure the safety of your child.

Drop-off time begins at 12:00 pm. If arriving later, parents must notify the Site Director. Pick-up time from the program is at 5:00 pm. If a participant is picked up after this time, you will be charged a late fee of \$2 per minute.

***Detailed drop-off and pick-up instructions will be emailed to registered participants just before the registered weeks of camp. Please be sure to have a valid email address in our registration system.**

To Kids Summer Camp Parents:

We are pleased to include the Cameron Park Aquatics Center as part of your child's camp experience. To help ensure a fun, safe experience for everyone, we want to provide you with the following information:

All Kids Summer Camp participants will be put through a swim test at the beginning of the session.

They must pass the swim test to go in the deep end of the pool. **If your child cannot swim, you must send them with a US Coast Guard-approved life jacket to swim in the pool.**

The Aquatics Center is a large facility with one large pool split into two areas by ropes.

- Deep End of the Pool – The pool ranges from 4 ½ feet to 7 1/2 feet in depth. The deep end is designed for more experienced swimmers. (Life jackets are not permitted at this end of the pool)
- Shallow End of the Pool - This pool is 2½ feet to 4 ½ feet in depth. It is designed for swimming instruction and for less experienced swimmers.
- There are restrooms and shower facilities.

Illness Policy:

If your child becomes ill or injured at the program, you will be immediately contacted and will be expected to pick up your child **within one hour** (you or an emergency contact listed on your Emergency Form List). Children will not be allowed in the program if they are ill, have head lice, or any communicable disease. Children must then be free from all symptoms for 24 hours before they will be permitted to return to the program. The program's staff members have the right to refuse any child who shows signs of illness from camp.

If a child is taking a prescribed medication, the site leader can administer medication **only** if they have a completed medical form on file which is obtained on the first day of the program. Your child may not keep any medication in their personal bags. All medications must be given to the Site Leader.

Spare the Air Days:

In the event of a "Spare the Air Day", we will halt all outdoor activities and go inside if the AQI hits 150 or above.



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CODE OF CONDUCT

As a participant of the Kids Camp Program,

Participants will:

- Act with respect to others, their belongings, and any facility that any camp may be held at.
- Be considerate of others and staff.
- Keep my language and gestures respectful.
- Follow the rules governed by Cameron Park Kids Camp.

Participants agree to uphold this Code of Conduct and understand failure to comply with this Code of Conduct may result in a strike, loss of privileges, suspension, or permanent expulsion from the Kids Camp Programs. I understand that there is a 3-strike policy.

Discipline Policy:

Inappropriate behavior will be addressed promptly. The situation will be discussed by the staff and the participants involved. The parent(s)/guardian(s) of the child(s) will be made aware of the situation at the end of the day of camp, or, if necessary, will be called during camp.

The following disciplinary format is used:

- 1st Offense - Warning.
- 2nd Offense - Removal from activity and loss of a portion of swim time for that day.
- 3rd Offense - Removal from activity. The child will speak with the Recreation Coordinator, and the parent/guardian will be contacted.

Possible consequences include a "cool off" period where the child will sit out from an activity. If a child is physically aggressive, uncooperative, violent, or disrespectful, the child will be sent home. Parents/guardians will always be notified the day of a behavioral incident or an incident/accident if their child was involved. Further offenses may result in the child being sent home or suspended from one or more full days of camp. If the behavior is such that the child is a danger to themselves or others, or is interfering with the program, you may be asked to pick up your child immediately. **No refund will be issued for children missing camp due to the negative behavior exhibited by them.**

- 3rd Offense - Permanent removal from the program.

The actions taken by staff will be governed by the age of the child and the behavior. If the staff feels the child is a danger to him/herself or others, they will be immediately suspended from the program. Our program is recreational in nature; staff is not trained in psychological or behavioral disorders. Staff will attempt to work with the child and the parent/guardian within reason; however, the safety of all the children and our staff is paramount. No child will be allowed to participate if they pose a threat to others' safety.



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Camp Attire:

Our youth programs include a variety of indoor and outdoor activities. We recommend that participants dress comfortably and be prepared for “messy” or “physical” activities. **Only athletic-type shoes are allowed to be worn to camp; no slippers. NO flip flops or sandals are permitted except to wear during pool hours**

Camp Fees:

All our programs are supported by participant fees. Camp fees are all inclusive: they cover the Special Guest/Activity costs, Aquatics Center fees, and of course, staffing, general camp supplies, etc. We strive to maintain affordable prices while offering a quality program, and ask for your understanding of our operating policies:

- Payment must accompany registration to guarantee space in our programs. Registration is open if space is available. There are **no refunds** after the program begins unless the camp closes due to unforeseen circumstances. **Participants canceling from a camp program must inform us by Friday, 4:00 p.m., two weeks prior to the program to receive a credit from the CSD.**



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Notes to the Parents:

1. Please provide two nutritious snacks, lunch, and a **water bottle** for your child.
2. To ensure a good start to your child's day, please feed your child a nutritious breakfast.
3. **Please send your child to camp every day with sunscreen already applied, as staff members will not be applying sunscreen to campers.** They will remind campers to reapply and will monitor campers' applications, encouraging them to make sure they are adequately covered. We ask parents to practice this skill at home before camp starts so your camper will be successful in this task.
4. **ALL** personal items should be left at HOME. **Handheld video games, trading cards and toy weapons, toys/stuffed animals are not permitted.**
5. Space for the camper's belongings is VERY limited. Please only send your camper with a SMALL backpack filled with lunch, 2 snacks, a water bottle, a towel, and swim clothes.
6. Remember to pack a towel, sunscreen that your camper knows how to apply, and a change of clothes for the pool.
7. Items left "unclaimed" will be donated to charity one week after the program is concluded.
8. Daily crafts should be taken home at the end of each day. Any crafts left over at the end of the week will be thrown out.
9. Anyone who is not feeling well is expected to stay home.

Communication on Site: The Camp Site Director will always be equipped with the camp phone. The number to that phone will be posted on the whiteboard at check-in. Please only utilize this number if you absolutely have to.

To further ensure that your child has a good experience at the pool, please apply sunscreen to your child PRIOR to their arrival at camp. You may send additional sunscreen with them. We recommend that they bring sandals to wear on the pool deck. Pool rules are explained to the children before reaching the pool deck. Children who do not comply with these rules may be required to stay with staff on the pool deck.

If you have concerns about your child's swimming ability or any other concerns regarding the Aquatics facility, please notify the Camp Supervisor. You can also contact the Recreation Supervisor, Clarissa Lowe, at (530)-677-2231 or by email at clowe@cameronpark.org.

Sincerely,

Clarissa Lowe

Clarissa Lowe
Recreation Supervisor
Cameron Park Community Services District
(530)677-2231



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Frequently Asked Questions:

Q. What will my child's day be like?

A. Totally supervised and fun! Each day is filled with age-appropriate, fun activities that include games, arts and crafts, sports, and free play.

Q. Who are the Recreation Leaders?

A. Mature, caring teenagers, a mix of high school, college, and graduate students. All applicants have been fingerprinted and carefully screened. All staff are CPR/AED certified. A Site Leader is assigned to oversee the day-to-day logistics of camp and is on site for the entire camp day, and a full-time Recreation Coordinator supervises the entire program.

Q. What happens if my child becomes ill at the program or is seriously injured?

A. Lead staff will contact parents immediately. Please note that if the parents cannot be reached, we will contact those additionally listed on the emergency form.

Q. What if my child does not want to participate in an activity?

A. All children are encouraged to participate. However, we will not force a child to participate. If a child chooses to sit out of an activity, they must stay with their group.

Q. May a participant make up a missed day of Kids Summer Camp?

A. No. We apologize, but days are not allowed to be made up in other weeks.

Q. My child takes medication. How is this handled at Kids Summer Camp?

A. Under strict care. It is our policy that all medications are in the original labeled containers. They must be brought to the Site Lead and will be administered by the Site Leader only. Parents are required to fill out a medical release form at the same time the medication is being dropped off. Asthma inhalers may be administered directly by the camper, but the inhalers must be kept in the Site Leader's possession.

Q. Can I drop my child off later than 12pm or pick my child up earlier than 5:00 pm?

A. Yes. We leave an hour gap at both drop-off and pick-up times where we stay in the classrooms. If you are arriving later, please call the site phone so a staff member can meet you outside to get your camper checked in. If this is a regular occurrence, please communicate your drop-off/pick-up times in writing so that Lead Staff can schedule someone to meet you regularly at that time.

Inclusion Policy and ADA:

Inclusion Policy:

Cameron Park Community Service District encourages and supports the participation of individuals with disabilities in meetings, facilities, activities, and programs. Please let us know if your child needs additional support to participate by contacting our Recreation Coordinator, Adam Domingo, at (530) 677-2231.

Americans with Disabilities Act of 1990 (ADA):

The U.S. Congress signed the Americans with Disabilities Act (ADA) in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation, and telecommunications. Title II of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether they receive federal funding. It prohibits the city from denying persons with disabilities the equal opportunity to participate in its services, programs, or activities, either directly or indirectly through contractual arrangements.