

# Camp Roseville Parent Handbook

Parks and Recreation

Welcome to the Camp Roseville Spring Break! We look forward to a safe and fun break from school. Our staff has planned many fun-filled themed activities, sports, and crafts for campers. This handbook is designed to provide each registrant and parent with a general understanding of our Camp Roseville program. If you have any additional questions, please contact the camp supervisors:

On Site Camp Roseville Spring Break Staff: (916) 474-9658

Camp Roseville Spring Break Program Coordinator: Kiersten Killmer e-mail [KRCillmer@roseville.ca.us](mailto:KRCillmer@roseville.ca.us)

Camp Roseville Spring Break Recreation Coordinator: Kelsey Myers (916) 774-5995 or e-mail [KRMyers@Roseville.ca.us](mailto:KRMyers@Roseville.ca.us)

## **General Camp Information**

Each session is filled with a variety of activities including crafts, sports, cooperative games, and special activity days.

## **Camp Roseville Hours**

Camp Roseville Spring Break is scheduled Monday through Friday, from 9:00am–3:00pm.

## **Camp Staff**

The City of Roseville Parks & Recreation Department sets high standards for all of our staff. We have carefully selected the best of the best to be part of Camp Roseville Spring Break. When selecting our staff, we give high priority to applicants with the best ability to contribute to each child's positive camp experience. Our staff consists of college students and exceptionally skilled high school students.

All camp staff attends intensive trainings and orientations when hired on to prepare them for camp. Trainings include how to effectively teach activities, how to facilitate group leadership, safety trainings, positive discipline techniques, and other important skills relating to working with children. Each staff member has current certification in Cardiopulmonary Resuscitation (CPR) and Standard First Aid.

In addition, per City requirements, all our staff members have been drug tested and fingerprinted. If at any time you have a concern about a leader and/or how camp is going, please contact the Camp Roseville supervisor.

## **Lost & Found**

In order to prevent your child's belongings from getting buried in the depths of the lost and "sometimes"-found, please make sure you label all loose items that are brought to camp, i.e.: water bottles, towels, helmets, backpacks, sunscreen, etc.

Lost and found items will be kept for the week. At the conclusion of camp, the leaders will attempt to return items to their rightful owners, however all remaining items will be sent to Goodwill.

We **do not** allow expensive items such as cell phones, iPods, hand-held video games, etc. at camp. The camp staff will not be responsible or liable for the loss of personal items.

## **Camper Conduct**

Camp Roseville is designed to be an active and creative camp and participation is mandatory. Camp is more fun when campers fully participate in all the daily activities. We have planned for campers to participate in the majority of activities, and we do not have staff to watch those who choose not to participate in the group activities. If a child consistently chooses not to participate, staff will discuss with parents whether future participation at Camp Roseville is mutually beneficial.

All campers are expected to follow the rules of the camp. Camp staff reviews all rules thoroughly on the first day and answers any questions campers may have.

Positive reinforcement and redirection will be used whenever possible, although “time-outs” may be used occasionally if reinforcement and redirection fail to produce desired behavior.

### **Discipline Procedures**

Camp Roseville staff will use a direct, positive approach regarding discipline. The purpose is to help the child develop self-control and learn to assume responsibility for his/her actions. We use positive statements and reinforcements to redirect negative behavior.

Staff will discipline each child as necessary and keep parents informed. We encourage parents to be proactive when signing out campers each day and to make time to communicate with staff on daily positives or negatives that occurred with their camper.

### **“Three Strikes” Policy**

Campers can receive up to three (3) strikes in one week. The strikes and consequences are detailed below. We encourage parents to review with their camper.

#### **Strike 1**

- 1 minute of time out multiplied by the age of the child.
- Restriction from the activity that they were participating in when the offense occurred.
- Parents are notified at the end of the day .

#### **Strike 2**

- 2 minutes of time out x the age of the child.
- Restriction from the activity that they were participating in when the offense occurred.
- Staff calls and notifies parent .

#### **Strike 3**

- Parent may be called for immediate pick up from camp or trip site.
- Camper will be asked to leave camp for the remainder of the week.
- Future participation will need to be discussed before camper can return for future weeks.

Camp Roseville staff reserves the right to dismiss a participant if his/her behavior is detrimental to other campers. We will evaluate each situation on its own merit and keep open communication with parents and campers.

Behavior Incident Reports will be used to document inappropriate behavior. Staff will discuss these reports with the camper and his/her parent or guardian and give a copy of the report.

### **Illness**

If your child becomes ill or an injury occurs, parents will be called and need to pick up their camper within one hour. If sickness or an injury occurs during a field trip, staff will communicate with parents and determine the best method of accommodating the camper’s needs.

### **Sign In/Out**

- All campers must be signed in and out of camp each day by a parent or legal guardian, unless a separate form has been completed indicating that the participant may sign themselves in or out at the end of the camp day. No camper may sign themselves out prior to the completion of a camp day-absolutely NO EXCEPTIONS.
- Campers will only be released to those individuals who have been authorized, in writing, by the child’s parent or legal guardian. Parents must indicate on the Emergency Form all those individuals who will be

authorized to pick up campers. For your child's protection, we will be unable to release a camper to an unauthorized individual.

- The only exception to the above mentioned procedure is when a camper has been authorized in writing (by a parent or legal guardian) to sign himself/herself in and out of camp each day.
- If a parent chooses this option, the City cannot be responsible for the camper after he/she signs himself/herself into camp.
- Please ask for a sign-in/out form the first day of camp.

### **Field Trips**

Each week campers embark on a field trip or special event. Please note that campers may only be signed in and out AT SITE. No camper may arrive or depart from the field trip location. If a camper misses the prescheduled drop off time, specified on the site calendar, they may not arrive at the field trip site. There will also be no refunds given for missed field trips.

### **Medication/Sunscreen**

- If your child needs to take medication while at camp, you must speak with the supervisor to get a form. Form requires a doctor's signature and information. This is required for both prescription and over the counter medication. The form must be completed before any medication can be dispensed.
- If you would like your child to use sunscreen, the child will need to bring his/her own-labeled sunscreen and your written permission to have it applied to your child. We will see that sunscreen is applied as needed. Please mark your container with your child's name.

### **Lunches and Snacks**

Camp Roseville requires that each camper bring lunch and snack daily to camp. Each day, there is a predetermined snack time and lunch time. Campers are required to bring a water bottle to camp daily, that are to be marked with the participant's name. **All lunches and snacks must be nut free.**

### **Common Questions and Answers**

*What happens if it rains...or if it's hot?*

We hold camps, rain or shine, hot or cold! Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold temperatures.

*What should my camper wear?*

Camp Roseville is an active and creative camp, so make sure your child is dressed appropriately.

- It is important that your camper is dressed to play!
- Closed-toe shoes are required, no sandals or heelys. NOTE: Any child wearing sandals or heelys will not be allowed to participate in games and will be asked to call his/her parent for appropriate footwear.

*Can I stay in camp after check-in to help my camper acclimate to the program?*

Parents/Guardians may stay no more than fifteen (15) minutes after they have signed their participant(s) into camp.

*What if I'm late picking my child up?*

The definition of a "late pick-up" is any child/children who have not been picked up from Camp Roseville by the scheduled pick-up time on your camp calendar. Please be considerate of our staff by picking up your child promptly when camp ends each day.

- If an emergency arises that will cause you to be late in picking up your child, please contact camp staff at least a half an hour prior to the end of the camp day.

*Continued disregard of published pick-up times may lead to your child's dismissal from camp.*

**What forms does the City of Roseville need?**

Completions of the following forms are required for each camper to participate. All forms must be completed and returned to staff before a camper attend.

- **Emergency and Camper Information** form is required for each camp participant.
- **Permission to Administer Medication** form is required for each camp participant.
- **Sign-in/out permission** form (found on the emergency and camper information form).

