Summer Day Camp Handbook

Town of Colma

Summer Fun in the Sun

Day Camp

2016

Parks Make Life Better!℠

427 F Street • Colma CA 94014 • 650·991·3213

Campers having tons of fun, Summer 2015

Town of Colma

Recreation Services Department

"Summer Fun in the Sun"

Day Camp Handbook

June 13, 2016 - August 19, 2016

Sterling Park Recreation Center

427 F Street, Colma, CA 94014

650-991-3213 or recreation@colma.ca.gov

www.colma.ca.gov

For online registration go to apm.activecommunities.com/colmarecreation

Creating Community through People, Parks & Programs

WE strengthen community image and sense of place

WE support economic development

WE strengthen safety and security

WE promote health and wellness

WE foster human development

WE increase cultural unity

WE protect environmental resources

WE provide recreational experiences

WE facilitate community problem solving

For Day Camp program updates don't forget to like and follow us at:

RECREATION SERVICES DEPARTMENT STAFF

Brian Dossey, Director of Recreation Services

650-985-5690

Brian.Dossey@colma.ca.gov

Liz Tapia, Recreation Services Coordinator

650-985-5691

Liz.Tapia@colma.ca.gov

Cynthia Morquecho, Recreation Services Coordinator

650-985-5681

Cynthia.Morquecho@colma.ca.gov

Senior Recreation Leaders

Angelika Abellana

Steven Gatchalian

Jovana Toscano

Micah De La Cruz

Shannon De La Cruz

Recreation Leaders

Ramon Castro

Daisy Esquivias

Sergio Alvarez

Chelsea Chow

David Locon

Adam Lukic

GENERAL INFORMATION

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HOURS OF OPERATION

General program:	Monday through Friday, 10:00am to 4:00pm
Early Morning Care:	Monday through Friday, 8:00am to 10:00am
Afternoon Care:	Monday through Friday, 4:00pm to 6:00pm

HOLIDAYS

Closed in observance of Independence Day - Monday July 4, 2016

AGE REQUIREMENTS

Children must be between the ages of 5 & 12 in order to participate in the program. Exceptions will be made on a case by case basis to be determined by the Recreation Coordinator. Please contact Liz Tapia at 650-985-5691 for questions.

CAMPER/COUNSELOR RATIO

Ages 5 - 7	6 Campers to 1 Counselor
Ages 8 - 12	8 Campers to 1 Counselor

PICK-UP AND DROP-OFF PROCEDURES

- Parent/Guardian or designee must enter the facility to sign-in and sign-out their child.
- Children will not be allowed to leave the day camp program unless signed out by a parent or staff has obtained verbal or written authorization by a parent/guardian to leave the day camp program.
- Parent/Guardian or designee must be authorized to pick up camper as designated on the health information form.
- Parent/Guardian or designee may be required to present picture identification (Driver's license, government issued ID or Colma ID) upon request.
- Please contact us as soon as possible if you may be late for pick up.

GENERAL INFORMATION (cont'd)

LATE PICK-UP POLICY

Parents/Guardians are asked to pick-up campers on time. The following policy will be followed for Parents/Guardians who show a pattern of arriving after our 6:00pm closing time.

- ⇒ **1st WARNING:** If late for **5 or more minutes**
- ⇒ **2nd WARNING:** If late **5 or more minutes**
- ⇒ **SESSION SUSPENSION:** If consistently late **after 2 warnings** or late **15 MINUTES OR MORE without any prior notification** your Child(ren) will be suspended for one session without refund.

ADVENTURE FIELD TRIPS

2016 field trips are as follows:

John Muir Woods

Don Castro Lake

The Adventure Playground

The San Francisco Zoo

Field Trips are set at a separate cost aside from the day camp program. Bus Transportation will be provided by a chartered bus company, which only uses licensed and trained drivers. Buses will always depart from the Sterling Park Recreation Center. Lastly, in an effort to maximize the campers experience while on these field trips it is recommended that they bring a bagged lunch. There will be no General Session Day Camp or Afternoon Care available on Adventure Field Trip Days.

GENERAL INFORMATION (cont'd)

LOCAL TRIPS

Groups may walk or take public transportation to local outings that include bowling, swimming, movies, and other local attractions. More detail will be given on the weekly calendar. These trips are included in the daily camp fees.

CAMPER ATTIRE

Campers must wear tennis shoes and socks. Open toe shoes are not permitted. On field trip days campers must wear current year camper t-shirts. Campers are welcome to wear their previous year's shirts on local field trip days.

LOST & FOUND

Please make sure that your child's name is on their lunchbox, backpack, sweaters, jackets, and all other personal belongings. We maintain a 'Lost and Found' where any left items from the program are held. Please check regularly for missing items. Items not claimed within 30 days will be donated to the *Salvation Army*.

COMMUNICATION

Please be sure to check the sign-in table for pertinent information and updates to the program. This information will be prominently displayed. We ask that you please look for and read this important information. Our staff will be available to help answer any questions you may have.

We appreciate the opportunity to provide quality recreation programs for your family. If you have any questions or concerns, feel free to speak with the Recreation Coordinator at the Sterling Park Recreation Center or call (650)991-3213 or (650)985-5691.

ILNESSES & MEDICATION

Adventure Field Trip, Summer 2015

ILLNESS & MEDICATION POLICY

While we encourage campers to attend the "Summer Fun In The Sun" Day Camp program, an ill child will not perform well and may expose other participants in the program. Please use the following guidelines and **keep your child at home** if any of these symptoms are present:

1. Fever of 100 degrees or greater (before medication)
2. An undiagnosed rash
3. An earache or draining ear
4. Diarrhea or vomiting
5. Severe sore throat
6. Persistent or severe cough
7. Persistent or severe headache
8. Any known communicable disease
9. Evidence of head lice

If your child has a fever of 100 degrees or greater, they must be fever free without medication for 24 hours before returning to the Day Camp program. A child also needs to be free of diarrhea for 24 hours prior to returning to the Day Camp program.

If your child is diagnosed with a ***communicable disease***, please notify Day Camp staff immediately at 650-991-3213. Communicable diseases include chicken pox, Coxsackievirus (hand, foot, mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies.

MEDICATION If your child(ren) requires medication throughout the day, please inform the Recreation Coordinator. Parents must pick up and complete the medication form. This form will also need to be filled out by the child's health care provider/physician. Medication must be in the original bottle with **clear instructions. Prescriptions must have labels that clearly state child's name and dosage instructions.**

Thank you for your cooperation in our efforts to keep our campers safe and healthy.

Summer Fun at Sterling Park, 2015

BEHAVIOR POLICY

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The Town of Colma Recreation Services Department Team strives to maintain a safe, fun and wholesome environment for all our program participants. To ensure this environment, we have outlined basic rules and guidelines each camper must follow. Please discuss these rules with your child(ren) prior to his/her attending our programs and return the signature portion along with the Health Form on their first day of camp. We encourage you to keep this handbook and review these rules throughout summer .

1. Campers must show respect for and abide by the instruction of staff and volunteers.
2. Fighting, pushing or shoving is unacceptable behavior.
3. Campers must be considerate of Town of Colma Recreation equipment and property of others.
4. Only appropriate language is acceptable. Foul language will not be tolerated.
5. Campers must stay with their assigned groups at all times.
6. Stealing will not be tolerated. Campers who are caught stealing will be suspended from the day camp program.
7. All campers will help during clean up time.
8. Possession of weapons, sharp objects and other hazardous contraband will result in your child's immediate dismissal and suspension.
9. Campers must walk, not run, inside our facilities, and during field trips and outings.
10. Toys, Trading cards, of any type are to be left at home. Any toys that are brought to camp will be collected and returned to parents during pick up. The Town of Colma will not be responsible for the loss of, damage to, or theft of any of these items.
11. The use of personal electronic devices (to include, but not limited to, all cellular phones, portable video games, iPod, etc.) are not permitted in the program. The Town of Colma will not be responsible for the storage, loss of, damage to, or theft of any of these devices.
12. Most Importantly, HAVE FUN!

DISCIPLINARY STEPS

Failure to comply with the Behavior Policy will result in the following action:

1. *First Offense* – The Recreation Leader will discuss the unwanted behavior with the child and explain why it is unacceptable. If necessary, the parents/guardians will be notified.
2. *Second Offense* – The Recreation Leader will discuss the unwanted behavior with the child and the Recreation Coordinator; they will discuss how the unwanted behavior can be changed. If necessary, the parents/guardians will be notified.
3. *Third Offense* – Should the child's unwanted behavior continue, the parents will be verbally notified and a disciplinary form given to the parent. The form will outline the behaviors and, if the unwanted behaviors persists, disciplinary steps will be taken. These steps will range from the child's suspension to dismissal from the program.
4. **If the unwanted behavior creates an unsafe environment for other children, Town of Colma Recreation Services Department reserves the right to dismiss the child from the program immediately.**

Every attempt will be made to work with your child to redirect unwanted behavior, **however, repeated misbehavior or physical violence towards other children or staff is not acceptable.** If the unwanted behavior does not show improvement, rules/policies are continually being abused, or parent/guardian is unwilling or uncooperative towards finding a reasonable solution, the child will be removed from the program permanently.

Your cooperation is greatly appreciated. If you have any questions or concerns please contact one of the day camp staff on site.

My child and I have read and reviewed the Day Camp Behavior Policy, and we are aware of the camp rules and understand the consequences if those rules are not followed.

_____	_____	_____
Participant Name	Signature of Participant	Date
_____	_____	_____
Parent/Guardian Name	Signature of Parent/Guardian	Date

Summer Camp, 2015

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