City of Santee – Recreation Services Division

Parent/Guardian Day Camp Information – Summer 2012

For more information contact:

Anne Morrison, Recreation Program Supervisor at (619) 258-4100 ext. 258 or 222

Day Camp Cell Phone (619) 572-6911

E-mail: amorrison@ci.santee.ca.us Website: www.ci.santee.ca.us

Welcome to Santee Day Camp. Campers will have the opportunity to be creative, play fairly, enjoy the outdoors, feel proud and create memories. The following information is to ensure that you and your camper have a rewarding experience. Please feel free to discuss any concerns you may have with the Camp Staff or Recreation Program Supervisor.

NEED TO KNOW:

- A weekly "NEED TO KNOW" information sheet will be available the Friday prior to each camp week at the camp location, posted on the city website as well as Monday at drop-off time. It explains daily items needed, field trip information, scheduled swim days and special activity information. Special equipment and off-site activities **will not occur on Mondays (or first day of camp).**
- Placement of campers with their friend(s) in their assigned group is not guaranteed. There are many all-camp play opportunities daily and throughout the week.

MEDICATIONS & SPECIAL NEEDS:

- If a camper requires medication during camp hours, parents/guardians are required to complete a ***Release and Waiver of Liability for Administering Medications.*** Please contact Community Services at (619) 258-4100 ext. 222 if you need this form or have further questions.
- The City of Santee is proud to be affiliated with KIT - Kids Included Together, Inc. Please contact the Recreation Program Supervisor at (619) 258-4100 ext. 258 three (3) weeks prior to camp enrollment date if your camper requires accommodations due to a disability, medical condition, social/emotional or behavioral issue.

WHAT TO BRING:

- City of Santee is not responsible for lost/stolen/damaged items or money campers bring. Please do not allow campers to bring unnecessary items to camp (e.g. toys, jewelry, electronics.) Label each item and bring everything in one bag.
- The Seamless Summer Feeding Program provides free daily lunch to all campers weeks 1-9. This program is provided by the GUHSD Child Nutrition Services and the USDA. A weekly menu will be provided and posted. Lunch includes an entrée (hot or cold - menu will specify), a side item and a beverage (either milk or juice - menu will specify). An afternoon snack and beverage are also provided.
- If you choose not to participate in the free lunch program, campers must bring a sack lunch, beverage and two snacks (morning and afternoon.) Please **do not send candy, soda or energy drinks.**
- **All campers must bring a snack and bottle of water each day.** Drinking fountains are available and chilled water is provided when camp is on site at Big Rock Park.
- Premium weeks include a special lunch provided on field trip days. Details regarding the day and menu will be provided on the weekly "NEED TO KNOW."
- Healthy food and drink options are encouraged at camp (e.g. lower sugar, non-caffeinated, "smart choice" items). Special camp treats (e.g. soda occasionally provided with lunch, dessert/treat items) will be limited and portion controlled.

ATTIRE:

- The majority of each day will be spent outside (weather permitting). Apply sunscreen daily prior to camp; reapplication of sunscreen will be encouraged by camp staff, but is the responsibility of the camper.
- Campers should wear appropriate clothing (i.e. play "get dirty" clothes and closed-toed shoes). Hats are encouraged for sun protection. Santee School District Dress and Grooming policy is used as a guideline for camp attire.
- Open-toed shoes, sandals, flip-flops and Heelys (shoes with wheels) are not permitted on regular camp days. Flip-flops or water shoes may be worn on water activity days, but campers should also bring a pair of closed-toed play shoes.
- Camp T-shirts are required on field trip days. One T-shirt is issued per camper annually (June-May). If a camper does not have a camp shirt on the morning of the field trip, one will be loaned to the camper for the day.

CELL PHONE & ELECTRONIC DEVICES:

- For safety and security issues, electronic devices (e.g. DS/PSP, MP3 players/iPods) will not be permitted at Day Camp.
- Cell phone use will be limited to phone calls and text (no games or web access) and is only allowed at specific times and locations throughout the day, primarily during lunch. Field trip day use will be allowed at a specified time upon return from the trip. Use outside of the specified time is prohibited unless pre-approved by supervisory staff. Camp is not responsible for lost/stolen/damage.
- If an unauthorized electronic device is brought to camp or cell phone is misused, the camp staff will keep the device and it will be returned to the parent/guardian upon camper checkout.

DROPOFF/PICKUP PROCEDURES:

- Parent/guardian or other designated persons are required to sign in/out each camper daily. Picture ID may be required. Prior written permission is required for campers who are allowed to sign themselves and siblings in/out of camp.
- If camper is going to be absent or late please call the camp cell phone to reach lead staff on site at (619) 572-6911.
- The first day of camp weeks 3-9 will be held at Big Rock Park, 8125 Arlette St. Sign-in/out is located at CSD-1 building located on right side (south side) of street just before the park/parking lot. Weeks 1 & 2 location is to be determined depending on registration – parents/guardians will be notified in advance.
- Sign-in/out locations and any possible unique pickup and drop-off times throughout the week are specified on the weekly "NEED TO KNOW."
- Campers may be signed in at 7:00 am and must be picked up by 6:00 pm. Camp activity hours are from 8:30 am - 3:00 pm, and staff supervised free play activities are from 7:00 - 8:30 am and 3:00 - 6:00 pm.
- Late pickups after 6:00 pm will be charged $1.00 per minute, time determined by the supervising staff.

FIELD TRIPS:

- Field trips are part of the weekly scheduled activities. Bus transportation is provided.
- Staff will carry the camp cell phone, (619) 572-6911 at all times to provide communication. Phone number is also listed on the weekly "NEED TO KNOW."
- ***SPECIAL NOTE:*** Occasionally throughout the summer, field trip day hours may differ from the normal camp hours. This information will be provided on the weekly "NEED TO KNOW." Please read the field trip times of departure/return carefully. **Campers must arrive on time on field trip days, the bus leaves promptly.**

ILLNESS/INJURY PROCEDURES:

- Emergency medical services will be called in the event of serious or life-threatening situations. Parents/Guardians and emergency contacts listed will be called until someone is contacted.
- If a camper receives a minor injury, first aid will be provided and an ouch/accident report will be completed and given to parent/guardian to read and initial at pickup. Parent/Guardian will be contacted prior to pickup if a head injury occurs (even if minor) or if necessary.
- Illness policy: Campers experiencing fever, vomiting, diarrhea or other contagious illnesses must be symptom-free for 24 hours prior to returning to camp. Campers exhibiting these symptoms at camp must be picked up by parent/guardian within one hour after notification and may not return to camp until symptom-free without aid of medication for 24 hours.

RULES: Are discussed daily with campers to identify expectations and standards of behavior that need to be followed to ensure a safe and positive experience. Camp rule priorities are:

- Listen and follow directions.
- Keep hands, feet and other objects to yourself.
- Treat others and items with kindness and respect.
- Always be polite and helpful.

CONSEQUENCES:

- To correct inappropriate behavior displayed at camp, a course of action will be enforced including, but not limited to, verbal warning, time-out, loss of privileges and parent/guardian phone call.
- Any behavior that endangers camper or staff safety or security, including violent and inappropriate behavior or continual disregard for camp rules, may result in an immediate suspension and/or expulsion from camp.

TRANSFER/ CANCELLATION/CREDIT POLICY:

- All requests must be in writing and submitted a minimum of seven days prior to the start of the originally registered camp (if applicable). A fee may apply.
- Transfer/cancellation/credit requests, including those resulting from contagious illness and/or major injury, will be evaluated on a case-by-case basis.