

# Parent Handbook

for

## Preschool Summer Camps

2011



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Summer 2011

Dear Parents and Guardians:

It is our pleasure to welcome your child to the Sunnyvale Department of Community Services, Recreation Division Summer Camp Program. Our programs offer many exciting choices for your child to participate in and our highly qualified staff look forward to creating a memorable summer with your child.

It is our goal to provide a quality program with a variety of safe, engaging activities for your child. We have planned exciting activities for our campers, including weekly themes, indoor and outdoor games, water days, arts and crafts and lots of fun and smiles.

Your children will be encouraged to explore their creativity, make new friends and to have fun! We look forward to seeing you, meeting your child and making this a summer to remember. For more information, questions, comments or concerns please contact us at (408) 730-7350.

Sincerely,

Angelique Wilson  
Recreation Coordinator

## Youth & Teens Unit Vision

Learning, Achieving, Succeeding through Recreation

- Provide activities to promote an environment of learning and skill building.
- Increase opportunities for community involvement.
- Build strong, supportive relationships with participants and their families.
- Create opportunities to successfully navigate a diverse community.
- Provide an emotionally and physically safe environment.

### Camp Locations & Session Dates

Camp Sites	June 20-24	June 27- July 1	July 5-8*	July 11-15	July 18-22	July 25- 29	Aug 1-5	Aug 8-12	Aug 15-19
<b>Summer Safari</b> (3-4 years) Location: Las Palmas Park 850 Russett Dr.	X	X	X	X	X	X	X	X	
<b>Summer Safari</b> (4-5 years) Location: Serra Park 730 The Dalles Ave.	X	X	X	X	X	X	X	X	
<b>Summer Safari</b> (3-5 years) Location: Ortega Park 636 Harrow Way	X	X	X	X	X	X	X	X	
<b>Camp Quest</b> (5-7 years) Location: Washington Park 840 W. Washington Ave.	X	X	X	X	X	X	X	X	
<b>Camp Voyager</b> (8-11 years) Location: De Anza Park Building 1150 Lime Dr. at Rockefeller Dr.	X	X	X	X	X	X	X	X	
<b>Camp Explorer</b> (5-12 years) Location: Ponderosa Park Building 811 Henderson Ave.									X
<b>Camp Crusade</b> (5-12 years) Location: Washington Park Building 840 W. Washington Ave.									X

\*No Camp on Monday, July 4

## Contact Information

Camp Quest, Voyager & Explorer	Jenni Wong	408-730-7724
Camp Crusade	Typhanie Ricci	408-730-7741
Summer Safari	Angelique Wilson	408-730-7520
Information/Registration	Community Center	408-730-7350

## Hours of Operation

### Summer Safari:

Summer Safari for the 3-4 year olds operates out of Las Palmas Park from 9:30 a.m. to 12:30 p.m. and the Summer Safari program for the 4-5 year olds operates out of Serra Park from 9 a.m. to Noon. Each camp is conducted Monday through Friday. The Ortega Park site is for 3-5 year olds and is offered on Mondays, Wednesdays & Fridays only, from 9:00am-Noon. **Extended care is not available for this camp.**

### Camp Quest & Camp Voyager:

Each camp session operates from 9:00 a.m. to 5:00 p.m., Monday through Friday. Registration for extended care is available for both programs. Extended care hours are from 7:30-9:00 a.m. and from 5:00-6:00 p.m.

### Camp Crusade:

The Camp Crusade week operates from 9:00 a.m. to 5:00 p.m. or 8:00 a.m. - 6:00 p.m. for those who need extended care. Camp runs Monday through Friday for the full week session or Monday through Wednesday.

### Camp Explorer:

The Camp Explorer week will operate from 8:00 a.m. to 6:00 p.m., Monday through Friday. Trips are scheduled to arrive back to the camp site by 5:00 p.m.

## Check-In/Check-Out Procedures

Upon arrival at the program, the accompanying adult must sign the child in on the daily sign-in sheet. Please do not drop-off your child outside of the building. In addition, for the safety of your child please do not drop off your child before the program start time, unless they are enrolled in the extended care program.

If you wish to have your older children walk to or from the program, this must be pre-approved and arranged with the camp coordinator by providing them with a written note prior to the day in which your child will begin walking. Please note that once your child has checked out of the program, there will be no in-and-out privileges.

We encourage all children to arrive on time for the start of the day's activities. It can be disruptive to have participants coming into the program over the course of the morning. If you must arrive late, please advise the camp staff ahead of time.

Staff members will release your child only to those authorized individuals who are listed on the emergency card. If a person other than the person who is listed on the emergency card will be picking up a child, a written note must be provided by the parent at the time of check-in that morning. Staff will not accept phone calls informing them that another person will be picking up a child. Any person picking up a child whom staff are unfamiliar with will be asked to provide a picture I.D.

Finally, we ask that children be picked up promptly at the end of the program day. We understand that emergencies happen. If you are running late, please make every effort to call the camp site or coordinator to inform us of the situation. The City's Late Parent Policy is on page 9.

## Camp Information

A calendar and/or weekly newsletter will be distributed on the first day of camp. Each camp site will have a parent information board near the camp entrance. Posted at this site will be notices and reminders for the day or any changes to the program. It is the parents' responsibility to check the parent information board daily.

## What to Bring to the Program

Children should wear comfortable play clothes and closed toe shoes (tennis shoes, sneakers etc.) Please no flip flops or sandals. Each day, your child should bring the following items to camp; Extra water/water bottle, sunscreen, swimsuit and towel on water days, and backpack or bag to store their personal belongings. Please remember to clearly label all items with first and last name. *We discourage children from bringing items such as Cell Phones, Nintendo DS, IPods, and other handheld devices, as the City of Sunnyvale will not be responsible for lost or stolen items.*

## Camp Shirts

Your child will receive one (1) t-shirt for the first session that they are registered in. These shirts will be required in the event of any walking field trips. Additional camp t-shirts can be purchased on-site for \$6.00.

## Children's Health

We care about the health and welfare of your child and of all the children who are in our care each day. Children shall not be allowed to attend a program for the day if they have a temperature, are vomiting or have diarrhea. If your child is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), or develops any of these symptoms while at the program, the staff will contact you to pick him up. If you cannot be reached, staff will call your emergency contact to come and pick up your child.

## Medication Policy

Staff is NOT permitted to administer prescription or non-prescription medication to children WITHOUT the written authorization of the parent or guardian. This includes Tylenol, cough medicines, allergy medicine etc. If a participant needs to take medication, only a legal guardian can administer the medication unless arrangements have been made for the administration of medication as a reasonable accommodation under the Americans with Disabilities Act. Please contact the Recreation Coordinator to make these arrangements and obtain the authorization form.

The City of Sunnyvale will make reasonable efforts to accommodate persons with disabilities in accordance with the Americans with Disability Act. Any medication that is brought to camp as arranged for as an accommodation under the American with Disabilities Act must be clearly labeled, in its original container along with a signed medication form. All medications must be turned into the site director to be stored in a secure place. The site director or his/her designee will be responsible for dispensing the medication and documenting this action in the medication log.

### **Special Accommodations**

To ensure the safety and well being of your child, we encourage parents and/or guardians to communicate any special needs or disabilities your child might have to the Recreation Coordinator or Camp Director prior to the first day of camp. Providing this information allows our staff to best support your child in having a positive camp experience. Please list any medications or behavioral concerns on the Emergency Card you were provided or visit our website [Summercamps.inSunnyvale.com](http://Summercamps.inSunnyvale.com) to download this information.

### **Lost and Found**

Items that are left behind will be kept at the camp site. Please check with the camp staff as to the location of the lost and found items. At the end of the summer all items will be returned to the Community Center. All unclaimed items will be donated after two weeks.

### **Camper Code of Conduct**

We strive to provide a welcoming, safe and enjoyable environment for program participants. We believe that all individuals should be treated with dignity and respect. We are committed to promoting positive participation to ensure a successful and fun recreation experience for all.

Behavior expectations for all program participants:

- Respect staff and campers
- Respect park facility and property
- Follow directions
- Try new activities

- Stay within program boundaries

Unacceptable behavior:

- Intentional verbal abuse including teasing/taunting/harassment and profane language
- Hitting or fighting
- Intentional damage to property
- Any action which exposes participants or staff to danger
- Blatant disregard of program procedures and/or rules

Staff will make every effort to encourage positive participation and utilize strategies and available resources in response to unacceptable behavior. Camper discipline may look as follows and can vary depending on severity of issue at hand:

- Speak immediately with participant
- Remove participant from activity for short period of time
- Have Site Director and/or Camp Director speak with participant and parent
- If behavior continues without any signs of improvement, suspension or removal from program may be considered

### **Emergency Procedures/Plans**

In the event of a natural disaster or emergency (such as an earthquake), staff will evacuate the participants to a designated staging area nearby. A note will be left on the building to inform you of the specific location.

### **Reporting Suspected Child Abuse**

Employees of the Department of Community Services, Recreation Division are mandated reporters of any suspected abuse or neglect. Any suspected abuse or neglect will be reported to the Santa Clara County Child Protective Services Agency and the City of Sunnyvale's Public Safety Department. Professionals in those offices will determine the validity of the complaint and whether or not further action is necessary.

## City of Sunnyvale Tax I.D. Information

City of Sunnyvale recreation staff is not permitted to sign any tax forms or provide letters indicating that our programs are used for day care. We are not a licensed child care program and do not qualify for tax write-offs. However, the City of Sunnyvale can provide the necessary information for use with your company's Dependant Care plan. Please speak to your camp coordinator for more information.

## Parent Feedback & Surveys

We value your feedback! The City of Sunnyvale Department of Community Services appreciates your assistance in evaluating your child's experience in our programs. Parent surveys will be issued on a weekly basis. Please take time to fill these out for the session your child is enrolled in. Your feedback will help us improve our services.

## Late Parent Pick-Up Policy

In an on-going effort to keep children safe, please be aware that it is the parent's, guardian's or caregiver's responsibility to supervise their children until the program begins and as soon as the program ends. The staff is not able to watch children before or after program.

It is imperative that you make sure the program is in session when you drop off your child and that you are on time to pick-up your child at the conclusion of the program. If you are going to be late, please make every attempt to notify the staff of the program.

Our policy, in the event that a child is left waiting to be picked-up, is:

- The first time that you are more than 15 minutes late, you will be issued a verbal warning.
- The second time you are more than 15 minutes late, a \$15 charge will be assessed for every 15 minutes (or fraction thereof) that you are late. The staff will notify you of the amount due when you arrive to pick-up your child on the day that you are late. The fee will be assessed per child in the program. If you do not promptly

- Failure to pick up your child on a continuous basis will result in your child's removal from the program. No refund will be issued.

The Recreation Division staff will make every effort to work with you, however, if you are continually late, and fail to notify staff, the following protocol will be implemented:

- The Department of Public Safety (408-730-7180) and Child Protective Services (408-299-2071) will be notified and your child(ren) could be placed into protective custody at the Santa Clara County Children's Shelter under Welfare and Institutions Code 300W&L, failure to exercise proper care and control of a minor.