

Camp Capitola

Information for Parents/Guardians

Welcome to Camp Capitola! For your information, Camp Capitola is structured in the following way:

There is a Camp Coordinator, who is the direct supervisor of the program. This person oversees the program and the Camp staff; develops and coordinates the daily activities; handles paperwork; deals directly with parents and children when there are problems, concerns, behavioral issues, etc.; and coordinates with the recreation department administration and front office staff. This is the person you are most likely to talk with if you call the Camp phone or go in to the Camp office. Under the Camp Coordinator is the Assistant/Jr. Leader Coordinator. This person directly supervises the Camp staff and Junior Leaders (teen volunteers who are being trained to become Leaders when they are older) during the course of the day; he or she moves around the site and directs the flow of activities; makes sure the Leaders and Junior Leaders are involved and participating; coordinates transport with Junior Guards; and manages the Junior Leader program. Then there are the Leaders, who check the campers in and out each day, lead activities, supervise the campers, and help train the Junior Leaders.

Our Coordinators and Leaders are generally college students or graduates who have experience working with children in schools and camps and/or who are enrolled in early childhood education or another related field. All Camp staff must be 18 years old, certified in Basic First Aid and C.P.R., and fingerprinted before being hired.

Please read the following information for parents/guardians:

- **Complete and sign all Release/Consent forms; they must be turned in the first day of the program in order for your child to be permitted to participate.**
- Please make sure your child is on time and at Camp the first Monday of each session, as Camp rules are reviewed and your child is assigned to a Leader.
- Morning Camp begins at 9:00 a.m. and ends at 12:30 p.m.; Afternoon Camp hours are 1:00-4:30 p.m. Any child who must be dropped off at the park before 9:00 a.m. or picked up after 4:30 p.m. *must* be registered in Extended Care (available 8:00-9:00 a.m. and 4:30-5:30 p.m). Parents who are late in picking up their children will be charged the extended care fee and the child will not be allowed back into the program until this fee has been paid.
- The last activity of the day (Activity 6) will be an all-camp activity. If you plan to pick up your child early from camp (before 4:15) they most likely will be located on the softball field or the soccer field. Please make sure to bring proper I.D. and to sign out with your child's leader.
- Morning half-day campers/parents: Lunch begins at 12:15; all campers will be located on the grass in front of the Community Center. At 12:30 full-day campers will be released for free play and half-day campers will be waiting for pick up with their leader on the grass.

- Please have your child wear appropriate clothing and footwear (tennis shoes, not opened-toed sandals or thongs). Campers not wearing closed toed shoes for field activities will be asked to sit out or join another activity. It's often chilly in the mornings; dress your child in layers for optimal comfort. *Please mark with name-tags or laundry pen all clothing your child wears or brings to camp.*
- Although we do have indoor and shaded areas at the park it is often quite warm in the afternoons. In addition to our several designated sunscreen application reminders, we strongly recommend that you apply sunscreen to your child before he or she comes to Camp, and that you send your child with additional sunscreen and a hat.
- Please send a snack and a beverage with your child each day, as there are snack breaks in the morning and the afternoon. Children who are attending Camp all day should bring a lunch, 2 snacks, and plenty to drink.
- Information flyers and weekly calendars will be sent home with the campers each week so that you can plan in advance for the following week's activities and special events. A session calendar will be posted in the patio area along with additional weekly calendars and permissions slips.
- Flyers, reminders, and updates will also be posted on our Facebook page, which is the best way to get up-to-the-minute information and answers to some of the questions that come up every year around special days. You do not have to have a Facebook page in order to view our page; check it out at: <https://www.facebook.com/capitola.recreation>.
- **Field Trip Days:** Field trips may incur additional expenses not covered by enrollment fees. Field trip sign-up sheets will be available from a designated Camp staff person. A parent signature and cash payment is required at the time of signing-up. Children must be signed-up for field trips no later than 4:30 pm the day before scheduled field trips. If you do not want your child to participate in the field trip, he or she can stay at camp instead. To ensure your child's participation and safety, please arrange for his or her arrival on time. Children *must* wear their camp t-shirts on field trip days (to make them more visible and identify them as part of the group off-site).
- **Beach Days:** On these days everyone will leave Jade Street Park 20-30 minutes after the program has begun (generally around 9:20 and 1:20). **After these times there will not be any supervision at Jade Street.** In order to aid in supervision, we require all participants to wear a brightly-colored swim suit and/or their camp T-shirt to increase their visibility. Children are only allowed to bring beach toys they can carry on their own to the beach and back to camp. All swimmers will be allowed in the water only up to their knees.
- Please read the attached *Program Rules of Conduct* with your child(ren). The rules will be discussed with the children on the first day of the program, and they are expected to abide by them. Parents will be notified of behavioral problems; any child who consistently violates the Rules of Conduct will be dropped from the program.

- Please do not send your child to camp if he or she is sick.
- For your information, photos taken of the program, and used for the Capitola Recreation brochure, the recreation department's website and Facebook page, or other promotional materials, may include your child.
- Capitola Recreation is committed to providing opportunities for children with special needs to experience fun, normal, integrated recreational activities. Staff training includes a section on the A.D.A., on sensitivity to people with special needs, and on adapting activities to meet the needs of *all* the children involved. If you have particular concerns about your child, or want to share some effective ways to help integrate your child, please talk with the Camp Coordinator prior to the start of the program.
- Please keep in mind that, although the Capitola Recreation front office staff are generally filled in on camp's weekly activities and are always willing to help you, they are not Camp Capitola staff, and may not know Camp's exact schedule each day, nor where your child might be at any point during the day. Check in and out with Camp staff, and direct any questions to them whenever possible.
- If you have any concerns, questions, or feedback regarding the program please speak with the Program Coordinator; he or she can be reached at the Camp Capitola phone number, 475-3294. The Coordinator is the direct supervisor of the program and can best answer your concerns and questions. He or she checks the messages periodically throughout the day, and will return your message as soon as possible.

Camp Capitola Phone Number: 475-3294

Camp Capitola - Rules of Conduct

The following rules outline in clear, specific, behavioral terms what is expected of children participating in our programs. They will be discussed with the children on the first day of the program. The parent(s) will be notified of any behavioral problems; any child who consistently violates the Program Rules of Conduct will be dropped from the program (see below).

- Children should be obedient and respectful toward the leaders and the coordinator. They are expected to follow the rules of camp, listen to the leaders and follow instructions, and respond to discipline and change behavior accordingly.
- Children are expected to participate in the planned activities; a child should communicate with the leaders or instructors if he or she is hurt, sick, or upset.
- Each child will check in and out with his or her leader at the beginning and the end of the program.
- No child shall be emotionally abusive or cause physical distress or harm to another child; this includes: name-calling; shaming, teasing, taunting, threatening, hitting, pushing, poking, tripping, spitting at, inappropriately touching, or throwing things at another child.
- A child shall not use obscene language or make obscene gestures.
- A child shall not exhibit behavior which endangers himself or herself or others.
- Children are not to leave their groups without the permission of their leader.
- Children must stay within designated areas and within visual range of their leaders. Off-limits areas will be clearly defined on the first day of the program.
- Children must follow the specific rules outlined when at the pool, the beach, or on field trips.
- Children should not bring their own electronics, toys or trading cards to the program.

Progressive Discipline Policy

Children must listen to and respect Summer Recreation Leaders, Junior Leaders and Camp Coordinators at all times. In general, in the event that a child misbehaves, the procedures listed below will be carried out. Suspensions and discharges will result in parent notification, and they will be asked to pick their child up immediately.

Incidents 1 & 2: A verbal warning is given and the child is talked with so that he or she understands why his or her behavior was inappropriate. The child will have to sit out or take a time-out. A conduct report will be issued and reviewed with the parent(s).

Incident 3: Depending on the severity of the infraction, a one- or two-day suspension. The parents will be notified and a second conduct report issued. No money will be reimbursed.

Incident 4: Child will not be allowed to return to camp; parents will be given a partial refund.

The City reserves the right to discharge any child from the camp immediately and permanently if he or she poses a threat to self or others. A child may also be removed (without reimbursement) before four incidents if the severity of the incidents warrants it.

***** CITY OF CAPITOLA CAMP CAPITOLA REFUND POLICY
PLEASE READ BEFORE SIGNING UP *****

Please realize that the recreation department has to arrange staffing, supplies and equipment needs for the entire summer at the beginning of the summer; refunds can have, and have had, a significant impact on the program and staff.

Please be sure your child wants to attend before signing him or her up. **If your child is unsure, please wait to register until later in the summer.**

Please review the refund policies outlined below before registering:

- There is a \$50 fee for refunds given prior to May 27th for Session 1 & 2 and July 1st for Session 3 & 4.
- A refund, less 50% of the fees, will be given if requested 2 weeks prior to the start of the session and through the second day of the session.
- After the second day of the program, no refunds will be given.
- Student injuries that occur during the program dates that preclude the student's continuation in the program will be given a pro-rated refund based upon the remaining number of days in the program, including the date of injury. You may be required to provide documentation regarding an injury.
- There is no refund of fees for students who are suspended or removed from the program for disciplinary reasons.