



SUMMER DAY CAMPS

PARENT HANDBOOK

VOYAGER & EXPLORER



**Parks
Make
Life
Better!**

 **Carmichael**
RECREATION AND PARK DISTRICT

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Welcome to Carmichael Recreation and Park District’s Summer Day Camps. We look forward to providing a fun and safe environment for your children to enjoy this Summer! Here is some information to help you and your camper get ready for your first day!

General Information

Locations:

La Sierra Community Center: Recreation Office

5325 Engle Road #100
(916) 562-4783

Voyager Camp (Ages: 5-7)

Kids Hang Out Room
Near Baseball Fields
(916) 919-3950

Explorer Camp (Ages: 8-12)

John Smith Hall
Behind the La Sierra Recreation Office
(916) 940-7255

Signs will be posted throughout the campus to help guide you.

Contact Info:

Brooke De Los Santos

Recreation Coordinator
(916) 283-7386
bdelossantos@carmichaelpark.com

Cameron Wiggins

Recreation Supervisor
(916) 306-5514
cwiggins@carmicahelpark.com

Program Info:

Program Hours:

Monday to Friday, 7:30am – 6:00pm

Program Dates:

June 15th, 2026, through August 7th, 2026

Program Closure Dates:

Friday, July 3rd

DAILY CAMP INFORMATION

Check-in/Out Procedures:

When you arrive at your camp, our staff will help you sign your child in at our welcome table. On the welcome table you'll find the weekly schedule and any other important forms you may need for that week. Our staff will also help your child put their name on any snacks they bring. Our camps open at 7:30am!

All campers must be signed up by an adult listed on their Authorized Pick-Up List located on our Emergency Information Form. Our staff will ask for your photo identification. Parents can make changes to their child's Authorized Pick-Up List at any time. Our camps close at 6:00pm!

Campers are not allowed to sign themselves into or out of camp without prior written approval from recreation staff as well as parents/guardians. Please speak to your camp director for more information.

Camp Schedules:

A weekly activity schedule will be handed out each Monday. Included in our activities are: team-building games, sports, arts, crafts, dance, and nature projects. We like to offer campers choices, so we plan at least two activities for each time period throughout the day. This schedule allows campers to pick what activity they would like to do and have the opportunity to switch halfway through. We also try to plan an outside or gym activity paired with an indoor activity so kids have a chance to cool off in our air-conditioned buildings. Additionally, we host a water day and go on a field trip once a week! *Please note that once a week a G/PG-rated film will be played. If you wish to opt your camper out of watching the movies, please inform your Camp Director.*

Each week of camp will be themed, reflected in the weekly schedule! You'll find that some crafts, games, and even movies may match the theme of the week. On Fridays, we encourage your camper to dress for the theme of the week but know that this is NOT mandatory. If your camper decides to dress up, they must still wear camp-appropriate clothing. *No masks or weapons of any kind are allowed.*

Please see weekly activity schedules examples in the back of the handbook.

Transportation:

We provide transportation to all camp field trips using our district passenger vans with our qualified staff behind the wheel. Attention parents with 5-7 year old children: According to California Vehicle Restraint Laws, children must be 8 years or older or taller than 4'9" to not need a booster seat. If your child is 5 - 7 years old and shorter than 4'9", your child will be placed in one of our district booster seats while being transported in our district vans.

Field Trips:

Transportation and field trip expenses are included in camp fees. This year's trips include John's Incredible Pizza, Foothill Skate, Rebounderz, and more! Please arrive by 10am (unless otherwise noted) on Field Trip Days to ensure that your child is accounted for and ready for the field trip. For questions or concerns, please reach out to your Camp Director or the Recreation Coordinator at least 24hr prior to the trip.

Field Trip Day (unless otherwise noted):

Voyager: Tuesday | **Explorer:** Wednesday

Some field trip locations may require additional items such as waivers or site-specific permission forms. It is imperative that you complete and turn them in as they become available to make sure your child can fully participate.

All additional items will be added to our registration process for the corresponding week. We will also send them via email and have them available to you at our Check-In/Out tables for your convenience. If you have any questions or concerns, please talk with your Camp Director. If you need to reach your child while we are away, you may call your Camp Director or the Recreation Coordinator.

Water Days:

Water days take place at Summer Day Camp on the La Sierra Community Center Campus, 5325 Engle Rd, Carmichael, CA 95608. We will provide lots of water-based games and activities, including: a slip n' slide, water balloons, water blasters, and a slide! On Fridays, each camp will get up to two hours to enjoy all of the planned water activities. **Please remember to check your weekly schedule, as sometimes water days can change according to the weekly activities planned.** We strongly suggest campers bring a bag on water days for their towel (labeled with their name), swimsuit, sunscreen, change of clothes, and water bottles. We will also have extra sunscreen with us in case it gets left at home and to ensure they reapply.

PREPARATION FOR CAMP

Camp Attire:

Campers should wear comfortable clothes that will allow them free range of motion to participate in recreational and athletic activities. For safety reasons, **campers must wear tennis shoes every day**. On water days, campers may bring sandals or flip-flops in their bags to avoid soaking their tennis shoes.

CAMP & FIELD TRIPS



WATER DAY



We highly encourage you to put sunscreen on your child every day before camp and to pack sunscreen in their bags. On water days, staff will remind all campers to re-apply throughout the day. If your child forgets sunscreen, our staff may assist the camper by using CRPD provided spray sunscreen. *If you wish to opt your camper out of CRPD provided sunscreen, please inform your Camp Director.*

Snacks, Lunches, and Water:

Each day we will have two snack periods and one lunch period. *We do not provide food for campers so please remember to pack enough food for your child to eat throughout the day.* **Please label snack items**, as they are stored separately from lunches. Please, no glass containers or bottles in lunches or snacks. Please limit lunches and snacks that require the microwave. We schedule many water breaks throughout the day to keep our campers well-hydrated. Please send your camper with their own water bottle, that's labeled with their name. We have several drinking fountains with water refill stations available for those without bottles and for refills.

Personal Items/Electronic Devices:

Carmichael Recreation & Park District (CRPD) is not responsible for any lost, stolen, or damaged items. These items are often shared, borrowed, or played with by many campers and there is an increased likelihood that the items are lost, stolen, and/or damaged.

Please do not bring any personal items, including but not limited to:

- Trading cards
- Stuffed animals
- Action figures
- Cell phones (recommended), tablets, laptops, or other electronic devices.

For more information on electronic devices please see our Personal Electronic Procedures below

CAMP PROCEDURES

Behavior Policy & Discipline Policy

We focus on positive reinforcement to encourage good behavior among the children. When kids are seen acting in good behavior, they are rewarded with raffle tickets. This recognizes their efforts and promotes a positive atmosphere. At the end of each week raffle winners get to choose from a variety of exciting prizes from our prize box such as stickers, toys, and a few special privileges like selecting a movie to watch, choosing a game to play, or picking a favorite snack for the day. This system not only motivates good behavior but also fosters a sense of fun and community within the program. If children are struggling with their behavior, our team will follow the steps laid out below based on the type of behavior they are exhibiting.

General Misbehavior (not listening, disrespectful, defiant, etc.)

All behavior consequences reset after a given program has ended for the year. (ex: Summer 2025 or School Year 2025-26).

Staff Intervention

- Redirecting, small/informal conversations, think sheets, loss of participation time
- Repeated incidents or an escalation will result in step 2

Communication with parents

- Health and Safety forms, pick-up communication, call/text if needed
- Repeated behavior without any improvement will result in step 3

Family Conference/Behavior Contract

- Communication regarding issues, mean to align program staff and families in how issues are addressed.
- Based on consistency and severity of issue, as well as family/staff discussion, a behavior contract may be developed. This would outline any probationary timeline, suspension and/or other possible consequences

Suspension

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for either:
 - 3 Scheduled Program Days
 - 5 Scheduled Program Days
 - 10 Scheduled Program Days
 - 20 Scheduled Program Days or
 - 120 Scheduled Program Days
- Timeframe based on Scheduled Program Days: Only counting days that the student is scheduled to attend.
- After multiple suspensions, repeated behavior or escalation will result in an expulsion at the discretion of the Recreation Supervisor

Expulsion

- Removed from the current program and with the possibility of removal from all Youth Development Programs (KHO, Break Camps, etc.) for 1 year at the discretion of the Recreation Supervisor.
- After 1 year, the student may return with a clean slate

Escalated/Violent Misbehavior (hitting, running away, bullying, etc.)

All inappropriate, physical/violent, or escalated misbehavior carries an automatic suspension of 3 scheduled program days. Suspension length can be increased (or decreased), and additional consequences can be applied based on the results of an investigation. Each incident will be investigated by the Recreation Coordinator and/or Recreation Supervisor, and results will be communicated to families within 1 business day. All behavior consequences reset a given program has ended for the year (ex: Summer 2025 or School Year 2025-26).

Suspension

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for either:
 - 3 Scheduled Program Days
 - 5 Scheduled Program Days
 - 10 Scheduled Program Days
 - 20 Scheduled Program Days
 - or
 - 120 Scheduled Program Days
- Timeframe based on Scheduled Program Days: Only counting days that the student is scheduled to attend.
- After 3 suspensions, repeated behavior or escalation will result in an expulsion.

Expulsion

- Removed from all Youth Development Programs (KHO, Break Camps, etc.) for 1 year.
- After 1 year, the student may return with a clean slate

Personal Electronics:

The use of tablets, iPads, and portable gaming systems during camp hours is prohibited. We understand that cell phones may be necessary for communication purposes. If you prefer your camper to have their cell phone with them, we kindly ask that all campers leave their cell phones in their backpacks during camp hours. If you need to call your camper at a certain time, please inform your Camp Director beforehand to ensure smooth communication. There is absolutely no sharing of phones with other campers, and taking photos/videos is prohibited for other campers' safety. If you are having trouble reaching your camper at any time, please contact your Camp Director or Recreation Coordinator.

Late Pick-Ups:

We understand that things may come up during your day that will make you late for pick-up. We ask that you please communicate with your Camp Director and/or the Recreation Coordinator as soon as possible informing us that you will be running late. ***If we have not received any communication regarding your pick-up status by 6:15pm, we will begin to call the emergency contacts and/or those listed on the authorized pick-up form. At 7 pm we will contact Sacramento Sheriff's Department to ensure the child's safety.***

If a parent continuously picks up their child after 6pm, the parent will be notified by the Camp Director and/or Recreation Coordinator and may not be permitted to register for future sessions.

Allergy & Medication:

All allergies must be listed on the Prompt Response Form (or online prompt responses completed during registration) located on the website. In cases of severe allergies, please contact the Recreation Coordinator at bdelossantos@carmichaelpark.com to schedule a meeting with her and the Camp Director.

If your child requires any medication that needs to be administered while at camp (e.g., epi-pen, daily medications, etc.) please email the Recreation Coordinator at bdelossantos@carmichaelpark.com. She will provide you with the additional documents needed and go over any questions you may have.

Child Illness:

We realize it is difficult for parents to unexpectedly care for their child when they have fallen ill, however, we do ask for the health and safety of your child, and the other children in our care, you keep them home if they are not well. Please keep your child home until **they are free from all symptoms for 24 hours**. If you have any questions, please feel free to talk with the Camp Director or Recreation Coordinator.

Refunds & Credits

Please refer to our [refund policy](#) available online at www.carmichaelpark.com. For additional information or specific questions, please contact the Recreation Coordinator and/or Recreation Supervisor.

HOW TO REGISTER

The registration forms necessary to get your camper set up for Summer Day Camps and all attachments mentioned in the handbook are included below, they can also be found on our website at www.carmichaelpark.com.

Next steps:

- **Register Online** by visiting carmichaelpark.com.
 - Please note that when you register online the Registration Form, waiver, and payment were already completed.

NOTE: *Child Action Families must register in person or over the phone by calling (916) 562-4783*

- **Register in person.** You can fill out and return all required forms at the *La Sierra Community Center Office*, 5325 Engle Rd., Suite 100, Carmichael, CA 95608
 - On the Registration Form, please circle the weeks you are paying for. *You are only paying and registered for the weeks you indicate on the form.*
 - Sign and turn in the following forms: Agreement, Waiver & Release and Prompt Response Forms
 - Payment of week(s) circled on Registration Form
- **Initial registration must be done online or in person.** Additional Registrations during Summer can also be completed by calling (916) 562-4783, in-person, or online. Remember – Registration is first-come-first served so please register early to secure your spot in the program.