

# Summer Day Camps

## PARENT HANDBOOK

Voyager - Explorer - Teen



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) 483-7826

**Voyager Camp (Ages: 5-8)**

Kids Hang Out Room  
Near Baseball Fields

**Explorer Camp (Ages: 9-11)**

John Smith Hall  
Behind the La Sierra Recreation Office

**Teen Camp (Ages: 12-14)**

Cypress Room  
800s Wing of La Sierra Community Center

*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](mailto:bdelossantos@carmichaelpark.com)

**Cameron Wiggins**

Recreation Supervisor  
(916) 306-5514

[cwiggins@carmicahelpark.com](mailto:cwiggins@carmicahelpark.com)

### Program Info:

**Program Hours:** Monday to Friday, 7:30am – 6:00pm

**Program Dates:** June 10th, 2024, through August 9th, 2024

**Program Closure Dates:** June 19<sup>th</sup> and July 4<sup>th</sup>

# 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. At this time, please look at the information we have on the table and pick up the forms you find helpful. These forms include our 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. **Campers are not allowed to sign themselves into camp without the collaboration of staff and parents.** Please speak to your camp director for more information. Our camps open at 7:30 am!

All campers must be signed out 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 on their child's Authorized Pick-Up List at any time. **Campers are not allowed to sign themselves out of camp without the collaboration of staff and parents.** Please speak to your camp director for more information and to make any necessary changes. Our camps close at 6 pm!

## 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 each time period throughout the day. This schedule allows campers to pick what activity they would like to do and then they 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 go to the pool and go on a field trip once a week! See examples below. *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.*

There are weekly themes that your camper can dress up for, such as: Under the Sea, Olympics, Superhero, and more. In the weekly schedule, you will find that some crafts, games, and possibly movies will match the theme of the week. There will also be one day per week listed when your camper can dress up according to the theme, this is NOT mandatory. If your camper decides to dress up, they must still wear camp-appropriate clothing.

| SUMMER DAY CAMPS: JOHN SMITH HILL WEEKLY SCHEDULE |  |   |  |  |  |                                  |
|---|--|---|--|--|--|----------------------------------|
| TIME  | MONDAY   | TUESDAY   | WEDNESDAY  | THURSDAY   | FRIDAY   |                                  |
| 7:30-9:00A  | CHECK IN & RELAXATION ZONE<br>TABLE TOP ACTIVITIES & FREE ART        | CHECK IN & RELAXATION ZONE<br>TABLE TOP ACTIVITIES & FREE ART | CHECK IN & RELAXATION ZONE<br>TABLE TOP ACTIVITIES & FREE ART        | CHECK IN & RELAXATION ZONE<br>TABLE TOP ACTIVITIES & FREE ART        | CHECK IN & RELAXATION ZONE<br>TABLE TOP ACTIVITIES & FREE ART        |                                  |
| 9:00-9:30A  | MORNING SNACK  | MORNING SNACK   | MORNING SNACK  | MORNING SNACK  | MORNING SNACK  |                                  |
| 9:30-10:15A                                       | FREE OUTDOOR/GYM PLAY  | FREE OUTDOOR/GYM PLAY   | FREE OUTDOOR/GYM PLAY  | FREE OUTDOOR/GYM PLAY  | FREE OUTDOOR/GYM PLAY  |                                  |
| 10:15-10:45A                                      | SHOE GOLF OR RIVERBANK   | PAPER FLOWERS OR RED LIGHT<br>GREEN LIGHT                     | FINISH BEAN MOSAIC OR COLORS   | WATERCOLOR OR SPOONS   | AGAMOGRAPHS OR NIGHT AT THE<br>MUSEUM                                |                                  |
| 10:45-11:15A                                      | DO AS I SAY, NOT AS I DO OR<br>HIFLE BALL BASEBALL                   | ICKLE BICKLE OR SHIP WRECKED                                  | BUNNY BAGS OR SCATTERBALL  | GRAVEYARD OR ZOMBIE<br>DODGEBALL                                     | COLLAB ART FLOWERS OR HUNTER   |                                  |
| 11:15-11:45A                                      | NINJA OR SINKING SHIPS   | LUNCH   | NOTAN ART OR SURVIVOR  | HEADS UP OR CASTLE<br>DODGEBALL                                      | TABLE CURLING OR SCATTER BALL  |                                  |
| 11:45-12:15P                                      | LUNCH  | PREP FOR POOL   | LUNCH  | LUNCH  | LUNCH  |                                  |
| 12:15-1:00P                                       | FREE OUTDOOR/GYM PLAY  | FREE OUTDOOR/GYM PLAY   | POOL TRIP<br>ANTELOPE<br>AQUATIC<br>COMPLEX                          | PREP FOR FIELD TRIP  | FREE OUTDOOR/GYM PLAY  |                                  |
| 1:00-1:30P  | PAINT ROCKS OR SURVIVOR  | CAMOUFLAGE OR DRIP DROP<br>SPLASH                             |  | COUNSELOR CHALLENGE:<br>COOKIE FACE                                  | COUNSELOR CHALLENGE:<br>COOKIE FACE                                  |                                  |
| 1:30-2:00P  | YARN WEAVING ART OR<br>KICKBALL                                      | THIS OR THAT OR DR. DODGEBALL                                 |  | PSYCHIC COUNSELOR OR<br>KICKBALL                                     | PSYCHIC COUNSELOR OR<br>KICKBALL                                     | REBOUNDERZ<br>TRAMPOLINE<br>PARK |
| 2:00-2:30P  | STEAL THE KEYS OR CASTLE<br>DODGEBALL                                | CHALK ART OR 3 FLAGS UP                                       |  | PAPER SPINNER OR SNAKE'S TAIL  | PAPER SPINNER OR SNAKE'S TAIL  |                                  |
| 2:30-3:00P  | CAMPER CHALLENGE:<br>DODGEBALL                                       | CAMPER CHALLENGE:<br>GAGA BALL                                | CAMPER CHALLENGE:<br>TIME BALL                                       | CAMPER CHALLENGE:<br>TIME BALL                                       |  |                                  |
| 3:00-3:30P  | AFTERNOON SNACK  | AFTERNOON SNACK   | AFTERNOON SNACK  | AFTERNOON SNACK  | AFTERNOON SNACK  |                                  |
| 3:30-4:15P  | FREE OUTDOOR/GYM PLAY  | FREE OUTDOOR/GYM PLAY   | FREE OUTDOOR/GYM PLAY  | AFTERNOON SNACK  | FREE OUTDOOR/GYM PLAY  |                                  |
| 4:15-4:45P  | 4 CORNERS OR 4 SQUARE  | MOVIE:<br>QUIET TABLE ACTIVITIES<br>PICK UP                   | BUILD A BUG OR EVERYBODY'S IT  | FREE OUTDOOR/GYM PLAY  | BEAN MOSAIC OR PIGEON  |                                  |
| 4:45-5:15P  | HOW 2 DRAM OR CAPTURE THE<br>FLAG                                    |   | X-FACTOR OR HIFLE BALL   | CHARADES OR JUMP THE RIVER   | DIY FANS OR STEAL THE<br>COCONUTS                                    |                                  |
| 5:15-5:45   | TABLE CURLING  |   | VAMPIRE  | FUSE BEADS   | 6 DICE GAME  |                                  |
| 5:45-6:00P  | RELAXATION ZONE & PICKUP<br>TABLE TOP GAMES & FINISH ANY<br>PROJECTS |   | RELAXATION ZONE & PICKUP<br>TABLE TOP GAMES & FINISH ANY<br>PROJECTS | RELAXATION ZONE & PICKUP<br>TABLE TOP GAMES & FINISH ANY<br>PROJECTS | RELAXATION ZONE & PICKUP<br>TABLE TOP GAMES & FINISH ANY<br>PROJECTS |                                  |

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| 11:45-12:15P                                      | LUNCH  | PREP FOR POOL  | LUNCH  | LUNCH  | LUNCH  |                                  |
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| 1:00-1:30P  | PAINT ROCKS OR SURVIVOR  | POOL TRIP<br>ANTELOPE<br>AQUATIC<br>COMPLEX                          | CAMOUFLAGE OR DRIP DROP<br>SPLASH                                    | COUNSELOR CHALLENGE:<br>COOKIE FACE                                  | COUNSELOR CHALLENGE:<br>COOKIE FACE                                  |                                  |
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| 3:00-3:30P  | AFTERNOON SNACK  | AFTERNOON SNACK  | AFTERNOON SNACK  | AFTERNOON SNACK  | AFTERNOON SNACK  |                                  |
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| 5:15-5:45   | TABLE CURLING  | 6 DICE GAME  | VAMPIRE  | FUSE BEADS   | QUIET TABLE ACTIVITIES<br>PICK UP                                    |                                  |
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## Transportation:

We provide transportation to all camp pool visits and 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 10 am 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.

### Usual Field Trip Days

**Voyager:** Friday

**Explorer:** Thursday

**Teens:** Thursday

**At the back of the Handbook, please fill out and turn in our Field Trip Permission form prior to your child(ren)'s first day.** Some field trip

locations may require extra waivers, it is imperative that you complete and turn them in as they become available to make sure your child can fully participate. If there are extra waivers, we will

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.



## Swimming:

Swim days take place at the Antelope Aquatic Complex located at; 7990 Palmerson Drive, Antelope, 95843. It has a fun wading pool area pictured below for non or limited swimmers as well as bigger water slides and a pool for older and more experienced swimmers. **Please remember to check your weekly schedule as sometimes pool days change according to the weekly activities planned.**

### Usual Pool Days

**Voyager:** Wednesdays

**Explorer:** Tuesdays

**Teens:** Tuesdays

Per the facility policies, all children will be swim tested by the Lifeguards prior to entering the water. Those children who do not pass the swim test will still be allowed to play in the wading pool area only (which is no deeper than 4 feet). **We also ask for your feedback on your child's swimming abilities on our required Pool Permission form located at the back of the Handbook which you must complete when first registering your child.** We strongly suggest campers bring a bag on pool days for their towel (labeled with their name), swimsuit, sunscreen, change of clothes, and water bottles. We will also bring extra sunscreen with us in case it gets left behind 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 pool days, campers may bring sandals or flip-flops in their bags to wear while at the pool.

#### EXAMPLES WHILE AT CAMP & FIELD TRIPS



#### EXAMPLES WHILE AT THE POOL



We highly encourage you to put sunscreen on your child every day before camp and to pack sunscreen in their pool bags. On pool 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 emergency CRPD provided sunscreen, please inform your Camp Director.*

### Snacks, Lunches, and Water:

We have two snack periods and one lunch period. *We do not provide any food 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:

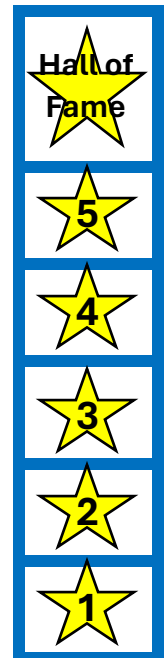
- Trading cards
- Stuffed animals
- Action figures
- Cell phones (recommended), tablets, laptops, or other electronic devices.

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

## CAMP PROCEDURES

### Reward System:

At Summer Camp, we believe in positive reinforcements and rewards. If you would like to know how your camper's behavior has been, we encourage you to check out our star chart. Your child will have a clothespin with their name on it. The clothespin is attached to a chart similar to the diagram. All campers start the day at three stars and can move up to a maximum of five stars or down to a minimum of one star. If your child has good behavior or does a good deed, your child will be asked by one of our staff members to move their pin up a star. At the end of each day, our staff will record how many stars your child received. At the end of the week, the campers who have at least 15 stars (an average of 3 stars each day) will receive a Star Party treat. The Star Party treats can include things like popsicles, ice cream, or other fun items.



### Discipline Procedures:

Every Monday we will go over the Camp Rules as a group. Failure to follow the camp rules will result in lowering their pin on the chart. If a camper reaches the second star, they will be asked to take a five-minute breather from the activity, and a staff member will talk to the camper to help them work through what occurred and how they can work together to move forward. If a camper reaches one star, they will take a five-minute breather and do a Think Sheet. This sheet asks them questions about what happened, who was involved, and what they could do differently next time. Staff will help campers with this form and will work together to resolve the situation. After your camper has completed their Think Sheet, a copy can be provided to you upon request. The following steps are in place once a child reaches a one on the behavior chart. **There may be outlying behavioral situations that require skipping steps (e.g., physical behavior, running away, etc.).**

### *Next Steps if Negative Behavior Continues:*

Step 1: A warning will be issued to the camper.

Step 2: A meeting will be scheduled between the parent/guardian, the Camp Director, and/or the Recreation Coordinator.

Step 3: Suspension from Camp

Step 4: Further consequences will be determined case by case between the involved parties and the Recreation Supervisor. Potential consequences may include long-term suspension, and/or expulsion from the program.

All steps will be communicated to parents/guardians via phone calls and/or the Health & Safety Report at pick-up. The form requires a signature from both parent/guardian and Camp Director and/or Recreation Coordinator stating that they have received this information. A copy can be provided to you upon request.

**Any type of physical behavior demonstrated by a camper will result in an automatic and immediate suspension from camp for the remainder of the day. Pending an investigation into the incident, the suspension length may be increased. This will be determined case by case and discussions will involve parents/guardians.**

### 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.

Our Teen Campers will be able to use their cell phones during designated lunch and snack breaks. **If your Teen Camper is found using their device inappropriately or has been warned to put it away numerous times, the parent/guardian will be contacted, and their cell phone will be placed in a secure location by the Camp Director and will be returned to the parent/guardian at pick-up.** 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.



## 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.**

*Children with any of the following symptoms should stay home\*:*

- Uncontrolled coughing
- Sneezing
- Sore throat
- Fever (at or more than 100.4F)
- Diarrhea
- Rash with fever or behavior change
- Lethargy
- Mouth sores

*Children with the following conditions must stay home\*:*

- Covid-19
- Chickenpox (until lesions have dried)
- Meningitis
- Pink eye
- Hand, foot, mouth
- Head lice
- Flu
- Impetigo (until after 24hrs of being on antibiotics)
- Measles
- Mumps
- Mononucleosis
- Strep throat
- Tuberculosis
- Rubella
- Whooping cough
- Vomiting (two or more times in 24hrs)

\*This is not an exhaustive list of communicable diseases and policies for exclusion from childcare. If you have any questions, please feel free to talk with the Camp Director or Recreation Coordinator.

## Allergy & Medication:

All allergies must be listed on the [Health History Form](#) located in the Registration section of the Parent Handbook. In cases of severe allergies, please contact the Recreation Coordinator at [bdelossantos@carmichaelpark.com](mailto: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](mailto:bdelossantos@carmichaelpark.com). She will provide you with the additional documents needed and go over any questions you may have.

## Refunds & Credits

Please refer to our [refund policy](#) available online at [www.carmichaelpark.com](http://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](http://www.carmichaelpark.com). *Initial registrations must be done online or in person.*

## Next steps:

- **Register Online** by visiting [recpro.carmichaelpark.com](http://recpro.carmichaelpark.com).
  - Please note that when you register online the Registration Form, waiver, and payment were already completed.
  - All other required forms: [Health History](#), [Emergency](#), [Swimming Information](#), and [Field Trip & Pool Forms](#) are due the Thursday prior to your camper's 1<sup>st</sup> day of Program.
    - These forms can be returned in person at the *La Sierra Community Center* or via e-mail to: [Regina@carmichaelpark.com](mailto:Regina@carmichaelpark.com); [bdelossantos@carmichaelpark.com](mailto:bdelossantos@carmichaelpark.com); [cwiggins@carmichaelpark.com](mailto:cwiggins@carmichaelpark.com)
- **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 Agreement, Waiver & Release Form
  - Payment of week(s) circled on Registration Form
  - All other required forms: [Health History](#), [Emergency](#), [Swimming Information](#), and [Field Trip & Pool Form](#) are due the Thursday prior to your camper's 1<sup>st</sup> day of Program.
    - These forms can be returned in person at the *La Sierra Community Center* or via e-mail to: [Regina@carmichaelpark.com](mailto:Regina@carmichaelpark.com); [bdelossantos@carmichaelpark.com](mailto:bdelossantos@carmichaelpark.com); [cwiggins@carmichaelpark.com](mailto:cwiggins@carmichaelpark.com)
- **Additional Registrations** during Summer can also be completed by calling (916) 483.7826, or e-mail your registration to [Regina@carmichaelpark.com](mailto:Regina@carmichaelpark.com). Remember – Registration is first-come-first serve so please register early to secure your spot in the program.