



# KIDS KAMP

## PARENT INFORMATION HANDOUT

Welcome to Kids Kamp! We look forward to a safe and fun break from school. Our staff has planned many fun-filled themed activities, sports, and crafts for campers. This handbook is designed to provide each registrant and parent with a general understanding of our Kids Kamp summer day camp program. If you have any additional questions, please contact the camp supervisors:

On Site Kids Kamp Supervisors: (916) 223-7004

Kids Kamp Program Coordinator: Stephanie Lombardi, (916) 434-3228 or e-mail [stephanie.lombardi@lincolnca.gov](mailto:stephanie.lombardi@lincolnca.gov)

### Camp Hours

9am-3:30pm Monday-Friday

#### **Extend the Fun:**

*7:30-9am Super Starter*

*3:30-5:30pm Fun Finale*

### What we do

Kids Kamp is committed to providing a fun, safe, age-appropriate recreation enrichment program, which encourages social development, provides diverse experiences, and promotes health and wellness.

### General Day

Every day we meet in the McBean Park BBQ area next to the Pavilion where staff greet the camper and immediately begin introductory activities. At start time the children are broken into activity groups based on age or grade and go off to different parts of the park for activities until snack time. At this point, we all meet back in the BBQ area for a snack break. After snack time, we will head back out, come in for lunch, and then it's back to activities until it's time to go home! Please note this is a general schedule and changes may be made as needed. For Extend the Fun hours, the whole camp will be grouped together to participate in activities.

### Cost

Kids Kamp: \$125 per week

Super Starter: \$20 per week

Fun Finale: \$25 per week

The fee includes planned, supervised recreational activities, swim days, arts and crafts, field trips, and transportation. There are scholarships available for those who qualify and the application form is available at the Recreation Department office located at 2010 1st Street.



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### Payment Plans

Payment plans for individuals who will be signing up for camps are now being accepted. In order to qualify a credit card needs to be on file and it will get charged automatically. The card will be charged in 4 easy payments. Please contact Amy Gregory at 434-3220 or stop by the Recreation Department if you would like to take advantage of our payment plans.

### Staff

The City of Lincoln Kids Kamp program employs responsible, energetic, knowledgeable, caring and committed staff. When we select our staff we give high priority to applicants with the best ability to contribute to our campers' positive camp experience. In addition to having the necessary qualifications and experiences, they are screened through confidential references. All staff are CPR and First Aid certified to ensure the proper care in case of an injury or emergency.

### Registration

Registration remains open until spots are filled. Kids Kamp is a nine week program and you can register by the week, allowing you to pick the week(s) that fits your schedule best. Registration is on a first-come, first-serve basis. A spot at camp is reserved only with full payment or a payment plan in place for registration fees - we cannot hold a spot. Kids Kamp may fill to capacity each week, so we recommend that you register early. You can register by going online at [www.lincolnrec.net](http://www.lincolnrec.net) or by visiting the Recreation Department located at 2010 First Street.

### Late Pick Up Policy

A "late pick-up" occurs when any child has not been picked up from Kids Kamp by the ending of their registered time (3:30pm for Kids Kamp and 5:30pm for Kids Kamp Fun Finale). The following policy and fees will be applied to all late pickups. Late pick-up fees are due and payable at the time of pick-up. If payment cannot be made on the day of the late pick-up, then the child may not return to the program until the late fee is paid. If more than two (2) late pick-ups occur, the child may be dismissed from the program. Fees: 15 minutes past registered ending time = \$5.00 per child; 30 minutes past registered ending time = \$10.00 per child. When a child has not been picked-up within 30 minutes of closing time (5:30pm) by any of the authorized pick-up persons, and staff has not been able to reach any of these persons, the Lincoln Police Department will be notified. Law enforcement will respond, and the police will take the child into custody.

### Refund Policy

Refunds will be processed only if written requests are submitted to the Recreation Department prior to the start of the Kids Kamp program.



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### Attendance

The Kids Kamp program is designed on a drop-in basis. We encourage you to take advantage of all the programmed times. Registration fees are not pro-rated for any reason, including illness, family vacations, etc. We do require parents to sign children in or out. If someone other than a parent or person listed on the registration materials is picking up your child, or if your child must leave the program early, please notify the site coordinator in writing at least 24 hours in advance.

### Water Games

Water Games are frequently played at camp and there will not be advance notices of these water games to parents. If you do not wish your child to participate in these activities, please let the Kids Kamp Site Supervisor know and we will have your child sit out if that activity. Children are, of course, given the option as to whether or not they want to play or get wet. Water games may include water balloon activities, sprinklers, sponge toss, etc.

### Attire

Our program includes lots of fun activities that your child will enjoy more if he or she has appropriate clothing. Children should wear clothes that are comfortable and allow for physical activity, both indoors and out. Tennis shoes or closed-toed shoes are a MUST! No sandals or flip flops. Sandals or flip flops may be worn to and from the pool on designated swim days.

### Swim Days

Every Wednesday and Friday between 2-3:00pm will be spent at McBean Memorial Pool. Campers will still check out in the BBQ area! Most swim days are full of sunny weather so please make sure your camper has sunscreen so extra can be applied. Hats and extra drinking water are good ideas as well. Swim days are organized in a "free swim" style. Lifeguards are on duty, but swim lessons are not provided during camp hours. If you are interested in swim lessons you may register online by viewing our website at [www.lincolnrec.net](http://www.lincolnrec.net) and click on the "Register Online". If your child is not a strong swimmer please let us know so we can make sure he/she stays in the shallow end of the pool or the spray park. Please note: life preservers, water wings, and other inflatable items are not allowed in the pool.

**Pool information:** The shallow end of the pool is 3 1/2 feet deep. If your child is a non-swimmer and is shorter than four feet, they may not be able to enter the pool because their head will be under water. Instead they will be able to utilize the "wet play" area. These great water features are located on the pool deck and are fun and interactive and will keep kids cool while having a great time.



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### Drop off/Pick Up

When dropping off or picking up your child from Kids Kamp, please park in the parking lot and come to the BBQ area to pick up your child. Campers will remain in the BBQ area until they are picked up or excused to walk home. Please do not let your vehicle sit (with or without you in it) in the drive area as this blocks other vehicles and creates frustrating traffic jams.

### Transportation

Day camp participants can get to camp in the way that is most suitable for the child and for the parents, including walking, riding bikes, being dropped off or by utilizing the Lincoln Transit System. Prior to the start of camp, please review safe behavior with your child regarding how he/she is getting to camp. Please contact the Public Services Department at 434-2450 or visit the city web site at [www.ci.lincoln.ca.us](http://www.ci.lincoln.ca.us) for bus schedules.

### Lost and Found

In order to prevent your child's belongings from getting buried in our lost and found pile, please make sure you label all items your child brings to camp, i.e. lunch boxes, helmets, towels, etc. At the end of the summer program recreation staff will attempt to return items to their rightful owners. All remaining items, and those items not marked with a name, will be sent to a local charity. It is recommended that campers not bring any toys or expensive electronics, etc. to camp as the City of Lincoln and Kids Kamp staff will not be responsible or liable for the loss or damage of any personal items.

### Behavior

Our day camp is active and camp is more fun when campers fully participate in all daily activities. Because we have planned for campers to participate in the majority of activities, we do not have staff to watch those children who choose not to participate in group activities. If a camper consistently chooses not to participate in the camp the Coordinator will discuss with parents whether future participation in the camp program is right for the child. All campers are expected to comply with staff direction as well as treat themselves, staff, fellow campers and guests with respect. Positive reinforcement and redirection will be used whenever possible. When dealing with inappropriate or unacceptable behavior, staff members will evaluate the problem with the child in order to find a better manner of behavior and/or a different way of handling the situation. The camper will be given time away from other participants so that he/she may gain self-control. Once the issue has been resolved, the child will be able to rejoin the group and activities. If the problem is not resolved, the site coordinator will contact the parent/guardian to discuss the situation. If the problem persists, the parent/guardian will be notified and the child must be picked-up within one hour. A discipline report will be placed on file. A continuation of the problem will result in dismissal from the program. For the good of the



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program the site coordinator has the right to dismiss a child from the program who willfully disobeys camp rules or whose behavior towards others is deemed unacceptable. Campers may be dismissed from the program for physically abusing or harassing another participant or staff member, leaving camp without permission, repeated use of inappropriate, or racial or abusive language. Children dismissed from the program for any reason may not be re-admitted for the remainder of the program and a refund of fees paid will not be given. It is hoped that parents and campers understand and support this position.

### **Drugs, Alcohol, Tobacco Products**

Possession of any drugs, drug paraphernalia, alcohol or tobacco products by a camper are prohibited and are cause for immediate notification of parents and dismissal from camp without notification without a refund. A camper dismissed for possession of these items will not be readmitted to Kids Kamp and may be reported to the local authorities.

### **Medication**

Staff is not allowed to administer medication to a camper. This includes aspirin, inhalers and bee sting kits. If your child requires medication during the camp day, please talk with the camp coordinator to arrange for yourself or your designee to come administer the medication. This program is designed to offer activities in an outdoor as well as an indoor setting where children can be physically active. Due to the structure of the program, campers must be healthy enough to physically participate in the daily flow of activities.

### **Illness**

If your child becomes ill or has a serious injury you will be contacted and you (or your designee) will need to pick up your child within an hour. Children are not allowed at Kids Kamp with a fever, Diarrhea, vomiting, pink eye, head lice, or any other communicable disease. They must be free from symptoms for 24 hours before they can be admitted back into the program. A doctor's clearance may be required for admittance to the program.

### **Children with Special Needs**

If your child has special needs please feel free to contact the Recreation Department to discuss these needs. Please provide any information during registration form you think the staff at camp should know. Our ultimate goal is to provide a quality experience for all children. The more information we have regarding the needs of your child, the better prepared we will be to serve your child.



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### Snack/Lunch

Participants will need to bring a sack lunch, snacks, and a water bottle from home each day unless indicated otherwise. Please do not bring anything that will need to be refrigerated or heated. There will also be a mid-morning and afternoon snack break. Water fountains are available on site.

### Field Trips

We have put together field trips that are fun and age appropriate for your child. Participants and staff will travel by school bus to the field trip locations. Field trips will be during camp times unless otherwise noted. Please be sure to check your Weekly Update flyer for departure times. Field trip fees are included in the camp registration fee, children are automatically signed up for the weekly field trip. Our behavior policy is in effect at all locations. Campers will need to abide by the field trip location's rules and regulations as well. Failure to do so may prohibit future participation on trips.