



# SUMMER 2022 PARENT HANDBOOK

## Preparing for Summer Break!

We are so excited for another incredible Summer at Kids Kamp! Although things may still look a little different in the world, we look forward to a safe and fun Summer break with your kiddos. This year is going to be extra fun with all of the special enhancements we can finally bring back! Hello, pool days and field trips 😊 In addition to these upgrades, our team has planned many fun-filled themed activities, sports, crafts, and so much more for our campers! This handbook is designed to provide each Kids Kamp participant and guardian with a general understanding of our program. If you have any additional questions please contact the camp supervisors:

Kids Kamp Program Coordinator: Courtney Bishop

Direct phone: (916) 434-3228

E-mail: [courtney.bishop@lincolnca.gov](mailto:courtney.bishop@lincolnca.gov)

**On-site Kids Kamp cell phone (only active in season): (916) 316-1854**

## What We Do

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

## What's New at Kids Kamp?

Over the past 2 years we made extreme adjustments to the program to comply with state guidelines amid the COVID-19 pandemic. Field trips and pool days were temporarily put on hold and in their absence we tried to incorporate creative alternatives within approved parameters. We are thrilled to share pool days and biweekly field trips will be returning for our 2022 season!

-Pool days: pool days will take place **every Monday** at McBean Park! The entire camp day will take place at McBean Park and is described in more detail later in this packet.

-Field trips: **Terrific Thursdays are here!** Every Thursday will consist of a super fun and special activity for our campers we can assure you, they won't want to miss a Kids Kamp Thursday! Field trip excursions will take place every other week and on the Thursdays we stay at the community center we will have an inflatable water slide on campus as part of our daily activity rotations!

-Half day sessions have been removed from Kids Kamp. This Summer Lincoln Recreation is hosting a variety of specialty camps with a shorter time span that are more in line with needs for half day care.

## Camp Hours & Rates

Monday-Friday, 9:00 AM-3:30 PM \*extended care available

-Weekly Rate: \$195.00 per camper (includes Terrific Thursday activities)

-Daily Rate: \$55.00 per camper • Terrific Thursday Daily Rate: \$75.00 per camper

\*Extend the Fun (optional AM/PM care):

Super Starter: 7:30 AM-9:00 AM

Super Starter Weekly Rate (Monday-Friday): \$40.00 per camper • Super Starter Daily Rate: \$12.00 per camper

Fun Finale: 3:30 PM-5:30 PM

Fun Finale Weekly Rate (Monday-Friday): \$50.00 per camper • Fun Finale Daily Rate: \$15.00 per camper



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## Camp Locations

<b>Mondays ONLY</b>	<b>Tuesday-Friday</b>
McBean Park	Lincoln Community Center
65 McBean Park Drive	2010 First Street
Lincoln, CA 95648	Lincoln, CA 95648

*\*Thursday biweekly field trip excursions will still require drop off & pick-up at the Lincoln Community Center*

## Registration

Registration for Kids Kamp takes place online through CivicRec and daily/weekly sessions remain open until it meets capacity or the enrollment deadline hits. Summer Kids Kamp is an 8-week program with registration on a first-come, first-serve basis. A spot at camp is reserved only when full pre-payment has been processed; as there is a maximum capacity we cannot hold a spot. Daily enrollment varies and Kids Kamp could fill to capacity each day, therefore, we recommend you enroll early. Day of/drop in enrollments are not accepted.

\*AM and PM care are optional add-ons. Please make sure you've added it during the registration process if your child requires extended hours.

Registration link: [Catalog - Lincoln Recreation \(rec1.com\)](https://www.lincolncalifornia.gov/civicrec/catalog)

## Scholarships

The City of Lincoln offers scholarships for all youth programs up to 50% of registration fees to families in need. Kids Kamp scholarships are available for those who qualify and the application form is online or you can pick one up at the Recreation Office located at 2010 First Street.

## Staff

The City of Lincoln Kids Kamp program employs responsible, energetic, knowledgeable, caring, and committed staff. When we select our camp counselors we give high priority to applicants with the best ability to contribute to our campers' positive day camp experience. In addition to having the necessary qualifications and experiences, counselors 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 at camp. All of our staff will be fully trained on healthy hygiene practices, enhanced sanitation practices, implementation of social distancing and its importance, proper use and removal of face coverings, screening practices and learning the signs and symptoms of COVID-19. Staff that are experiencing any signs or symptoms of an illness will be asked to stay home.

## General Day at Camp

Following check in and morning announcements, campers are broken into activity groups based on age and rotate to different parts of the Creekside Oaks school campus and Lincoln Community Center for activities until morning snack time. At this point we all meet back as a group for snack break. After snack time we head back to activity rotations prior to a 30 minute lunch break. After lunch we will resume with more activities until it's time to go home or stay for after-care! This is a general schedule and adjustments might be made as needed. For Extend the Fun hours, the whole camp will be grouped together to participate in activities.

**CHECK-IN/CHECK-OUT:** Upon arrival you will see our check-in banner at **McBean Park** (Mondays) or **the Lincoln Community Center** (Tuesday-Friday). You will check your child in at the front through our KidCheck system (see below). Once checked in campers will proceed to our designated check-in leader.



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We require a parent/guardian to check children in whether in person or over the phone from their vehicle and a parent/guardian must sign children out upon leaving for the day. If someone other than a parent or individual listed on the registration materials is picking up your child for the day please notify the site coordinator in writing at least 24 hours in advance.

Parents/guardians will not be permitted past the front doors after check-in or during check-out.

## **KidCheck – \*IMPORTANT MUST READ\***

Nothing is more important to us than the safety and security of your children. That's why we chose KidCheck as our children's check-in/out solution. And now, check-in just got easier & safer!

With KidCheck you can sign your child(ren) in by phone number or scan card to make check-in quick and easy! Check-in is even faster and easier and takes just a few simple steps:

- You can either choose to download the KidCheck app or use the website and create a login. For the website set-up your KidCheck account at [go.kidcheck.com](http://go.kidcheck.com). Make sure to add authorized and non-authorized guardians for a quicker check-out
- When dropping your camper(s) off counselors will collect your phone number to track the arrival time
- When picking your camper(s) up counselors will collect your phone number to track the pick-up time

More detailed instructions and an overview are attached. Download the KidCheck Mobile App, from [App Store](#) or [Google Play Store](#).

**\*If your child will be walking to/walking home from camp please contact the Kids Kamp Coordinator prior to their first day as a form is required in advance\***

## **Late Pick Up Policy**

A "late pick-up" occurs when any child has not been picked up by the ending of their registered time (**3:30 PM** for Kids Kamp and **5:30 PM** for Fun Finale). The following policy and fees will be applied to all late pick-ups. 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 camp until the late fee is paid. If more than two (2) late pick-ups occur, the child may be dismissed from the program.

Late pick-up 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 (6:00 PM) 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.

## **Attendance**

The Kids Kamp program is designed on a drop-in basis with flexible timing throughout the camp day. Camp rates are not pro-rated for any reason, including your camper being dropped off late/picked up early in the day, illness, appointments, Summer vacations, etc.



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## **Refund Policy – Important, Please Read!**

Refunds are only guaranteed if written requests are submitted to the Kids Kamp Coordinator at least five (5) business days prior to the next camp date. If a request is made less than 5 business days to the start of the program then a refund will be determined on a case-by-case basis.

The 3% credit card convenience fee paid upon enrollment is non-refundable.

## **POOL DAYS at McBean Park!**

Pool days take place **every Monday** at McBean Park and we will host our entire camp day, from check in-/check-out, at McBean Park. This means campers must be dropped off and picked up from McBean Park. We'll enjoy outdoor activities around the park and will spend approximately 2 hours at the pool with a private reservation for Kids Kamp! If your child is attending Monday camp but you do not wish for them to partake in pool activities please let the Kids Kamp staff know prior to the new week of camp and we will arrange for a secondary, dry activity. Campers are, of course, given the option as to whether or not they want to get into the pool. Please be sure your camper wears sunscreen and brings a swimsuit and towel to camp on Mondays!

**IMPORTANT!** Pool safety is imperative and our top priority. City of Lincoln certified lifeguards will conduct evaluations during every campers' first pool day to determine whether or not they are skilled enough to swim in the deep end. We will use a wristband system to represent approved or denied to go into the deep end.

## **Terrific Thursdays: field trips & water slides & fun, oh my!**

We are absolutely thrilled we finally get to incorporate field trips back into our Summer schedule! This season we will be taking **4 field trips** and they will occur every other week beginning with week #2 (June 27-July 1). On non-field trip Thursdays we will be enjoying inflatable water slides right here at the Lincoln Community Center to keep things super fun and cool for the Summer!

Biweekly field trip destinations \*professional transportation services will be provided to and from our destination

- Week #2 – Thursday, June 30: Strikes Unlimited in Rocklin
- Week #4 – Thursday, July 14: Roller King in Roseville
- Week #6 – Thursday, July 28: Rockin' Jump in Roseville
- Week #8 – Thursday, August 11: Blue Oaks Movie Theater in Rocklin

**Field trip Thursdays are the only activity for the camp day.** There will not be an alternative option should campers not want to attend - please take this into consideration when enrolling your camper for that date! Campers must be registered for field trips in advance and there is a maximum capacity per each trip.

Transportation services are reserved. We will depart the Community Center as a group and return as a group. On each field trip day we will return to the Community Center between 2:30 PM-3:00 PM. Traveling together as a group is required and due to safety precautions we will not accept campers arriving/being picked up to/from the destination separately from the group. All camp drop offs and pick-ups will occur at the Community Center.

A separate permission slip will be provided to each family that has a camper registered for a field trip and we will require parent/guardian signatures prior to the excursion.



### What do you need to pack your camper for Kids Kamp?

- Peanut-free lunch (nothing that requires refrigeration or being heated up)
- Water bottle
- Sunscreen (spray on is preferred)
- Swimsuit and a towel (Mondays and every other Thursday)

### Snack/Lunch

Participants will need to bring a bag lunch, at least one snack, and water bottle from home each day unless indicated otherwise by the Camp Coordinator. One packaged snack will be provided during our AM snack break, however, if your child tends to get hungry, please be sure to pack additional snacks. Please do not send your camper with anything that will need to be refrigerated or heated. We request you avoid packing any kind of peanut products due to severe allergies. Water fountains will be available on site and it is encouraged for campers to bring a reusable water bottle that they can refill throughout the day. We offer pizza day on Wednesdays!

\*The community center vending machine is not open to campers until the end of their camp day\*

### Camp Lunch Options – **Wednesday Pizza Days!**

#### Every Wednesday

**Pizza is \$2.50 per slice** – Can choose from pepperoni or cheese

**Assorted soft drinks - \$1.00 each**

*Pizza day pre-orders can be made during enrollment. For any camper that did not pre-order during registration, pizza orders and cash will be collected on the morning of Pizza Day between 7:30 AM-9:45 AM. Anything turned in after 9:45 AM is not guaranteed as we need enough time to place a large order.*

### Camp 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. Closed-toe shoes are a MUST! No flip flops unless it is a pool day (Mondays only).

### Lost and Found

In order to prevent your child's belongings from getting buried in our Lost and Found pile, please make sure to label all items your child brings to camp, i.e. lunch boxes, water bottles, clothing, etc. At the end of the season recreation staff will attempt to return items to their rightful owners. All remaining items and those not marked with a name will be sent to a local charity. It is recommended that campers not bring any toys or expensive electronics 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, Conduct and Discipline

Our day camp is active and camp is more fun when campers fully participate in all activities. We plan for campers to participate in the majority of activities, and therefore, do not have designated staff to watch children who choose to not participate in group activities. If a camper consistently chooses not to participate in the camp, the Coordinator will discuss with guardians whether future participation in the program is the right fit for the child.



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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 situation 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 may be placed on file. A continuation of the problem will result in dismissal from the program.

For the good of the program the site coordinator has the right to dismiss a child from camp who willfully disobeys rules or whose behavior towards others is deemed unacceptable. Campers may be dismissed from the program for any of the following offenses: abuse - whether physical or verbal, harassing another participant or staff members, leaving the property without permission, or use of inappropriate, racial or abusive language. Children dismissed from the program for any reason may not be readmitted 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, and Tobacco Products

Possession of any drugs, drug paraphernalia, alcohol or tobacco products by a camper are prohibited and deemed as cause for immediate notification of parents and dismissal from camp and **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 pain medication, inhalers, and bee sting kits. If your child requires medication during the camp day please speak 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/Injury

The health and safety of each camper is our number one priority. ***IF YOUR CHILD HAS RECENTLY BEEN SICK, IS SHOWING SIGNS OR SYMPTOMS OF AN ILLNESS, OR YOU HAVE COME IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19, PLEASE STAY HOME!*** Our staff are trained in emergency first aid and CPR. If an illness or injury happens during the camp day, we will provide first aid as needed. Guardians will be notified of minor injuries at the time of pick-up. For more serious injuries we will make every attempt to contact the parent/guardian using all numbers provided during registration. It may be necessary for you to pick up your child from camp. If an injury warrants, we will call emergency personnel and have the child taken to the nearest hospital.

### Children with Special Needs

If your child has any special needs that our team should be aware of please contact the Recreation Department prior to the first day of camp to discuss these needs. Please provide any/all information during registration that you think the camp staff should know. Our 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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## Kids Kamp COVID-19 Procedures

Check out all that our Kids Kamp team will be doing to keep our campers and staff safe this summer amidst the COVID-19 pandemic:

### 1. General Measures

- Continue to work closely with the local authorities to monitor current disease levels and implement guidelines set forth to keep Kids Kamp a safe and fun place for all.
- Post signs and markings on campus as a reminder of guidelines we will follow.
- Smaller group sizes to lower the risk.

### 2. Promote Healthy Hygiene Practices

- We will continue to educate staff, campers and parents on when they should stay home and when they should return.
- We will have an adequate amount of supplies to support healthy hygiene behavior. We will have plenty of hand sanitizing stations, no-touch trash cans, proper hand washing stations and tissues.
- We will teach and reinforce hand washing, reminding campers to avoid touching their eyes, mouth or nose with their hands and covering coughs and sneezes.
  - We will also remind campers to wipe their nose with a tissue and cough/sneeze into their elbow.
  - Campers and staff will need to wash their hands before and after eating; after coughing/sneezing; after being outside and before and after using the restroom.
  - We will encourage campers to wash their hands for at least 20 seconds with soap and rubbing thoroughly.
- Handwashing/sanitizing routines will be implemented.
- Face coverings will be required indoors when physical distancing can't be met.
- Staff will be trained on properly putting on and removing face masks.

### 3. Intensifying Cleaning, Disinfection and Ventilation

- Staff will clean and disinfect frequently touched areas.
- Frequently touched surfaces in the camp include but are not limited to:
  - Door handles, light switches, sink handles, bathroom surfaces, tables
- We will limit the amount of shared equipment.
- When in indoor spaces, fresh outdoor air will be incorporated as much as possible.
- Physical guides will be placed on the ground and walls to ensure campers and staff remain 6 feet apart.

### 4. Implementing Distancing

#### ARRIVAL AND DEPARTURE

- Kids Kamp will limit the number of campers on campus to ensure physical distancing guidelines are met.
- We will minimize the contact between campers, staff and parents by a touchless check-in/out system.



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## **RECREATIONAL SPACE**

- Classroom tables will be properly spaced to allow for proper distancing.
- When playing activities, we will be using things such as markings on the floor, pool noodle markers, etc. to practice distancing during activities.
- All non-essential visitors such as parents and volunteers will have restricted access. (unless it is an emergency, of course)
- Communal activities will be modified to allow for social distancing and proper disinfection between uses.
- Outdoor spaces will be utilized when weather permitting.

## **MEALS**

- Campers will need to maintain physical distancing while eating.
- Disposable food service items will be used for Pizza Days.
- Food and utensil sharing will not be permitted amongst campers and staff.

## **5. Limit Sharing**

- Each camper will have a designated space for their belongings.
  - All belongings will need to be taken home each day.

## **6. Signs and Symptoms**

- A screening process will be implemented before anyone can enter the facilities.
  - Staff will conduct visual wellness checks of all campers upon arrival
  - Temperatures may need to be checked upon entering
  - All individuals entering the campus will be asked about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
  - Hand sanitizing is a must upon entering our facilities.
  - Anyone showing signs or symptoms will not be permitted on campus.
- Campers will be monitored throughout the day and those showing a fever of 100.4 or higher, a cough or signs or symptoms will be sent home.

## **7. What is our plan when a staff member, camper or visitor becomes sick?**

- Anyone showing signs or symptoms will be placed in an isolation room or an area to reduce the spread.
- Anyone showing signs or symptoms will be required to wear a face mask.
- We will close off any area used by any sick person and will not use the area until it has been properly sanitized.
- Staff and Campers are advised to not return to camp until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.

**We look forward to a safe, healthy and super fun Summer at Kids Kamp!**





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