

# CAMP FAIR OAKS PARENT HANDBOOK



Welcome to Camp Fair Oaks! We look forward to a safe and fun summer away from school. For some, this will be their first experience with Camp Fair Oaks, for others it marks the seasonal return to the joy and reward of spending the summer with friends and Camp Staff.

This Parent Handbook is designed to provide each camper and parent with a general understanding of Camp Fair Oaks.

If you have any questions feel free to contact Camp Director, Mary Cattolica at (916) 536-6305 or [mcattolica@forpd.org](mailto:mcattolica@forpd.org).

## General Camp Information

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Each session is filled with a large variety of activities including crafts, outdoor education, sports, cooperative games, and special activity days. Weekly newsletters are provided for campers, which acts as reminder for water days and any additional information. Each week, Camp Fair Oaks will have a water day on Thursdays and themed dress up days on Fridays.

## Camp Hours

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Camp Fair Oaks is scheduled Monday through Friday, from 8:00am-5:00pm or 9:00am-1:00pm. Campers enrolled in full day will be together in one group, campers enrolled in half days will be together in another group. Switching campers to be in another group is not guaranteed but may occur during your session if needed. **No camp will be held on July 5<sup>th</sup>.**

## Contacting Camp Staff

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If you need to get a hold of camp staff you may contact:

**Camp Director (Cell Phone)**

**(916) 765-8422**

## 2021 Camp Staff

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The Fair Oaks Recreation & Park District sets high standards for all our staff. We have carefully selected the **best of the best** to be a part of Camp Fair Oaks this summer. When selecting our staff, we give high priority to applicants with the best ability to contribute to each child's positive camp experience. Our staff consists of college students and exceptionally skilled high school students. Our camp staff attends extensive training and orientation beginning in early summer to prepare them for camp. Trainings include how to effectively teach activities, how to facilitate group leadership, safety trainings, positive discipline techniques and other important skills relating to working with children. In addition, each staff member has current certification in Infant/Child/Adult CPR and Standard First Aid, and cleared a background (fingerprint) check done by the Department of Justice. If at any time you have a concern about a leader, or how camp is going please contact the Camp Director, Mary Cattolica.

## Camp Ratios

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Our camp has a Recreation Leader to camper ratio of 1:12. Our leader/camper ratio ensures that there will be sufficient supervision and activities can be modified for age-appropriate skill levels, and also enhances team building and cooperation skills.

## Lost & Found & Brining Toys/Personal Items to Camp

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- In order to protect your child's belongings from the depths of Lost and Found, please make sure you label all loose items they bring, i.e. Lunch boxes, towels, helmets, backpacks, etc. You would be amazed at the number of articles we have at the end of summer!
- Lost and Found items will be kept for the week, but at the conclusion of camp each week, the leaders will attempt to return the items to their rightful owners, (all remaining items will be sent to Goodwill).
- We **do not** allow expensive toys such as *cell phones, iPods, handheld video games, etc.* at camp. The camp staff will not be responsible or liable for the loss of personal items.

- Should your child choose to bring something small from home (card game, small toy, etc.), they may use it at camp at their own discretion. However, if that toy/game becomes a distraction from camp activities or causes behavioral issues, the camper will be asked to put it in their backpack for the remainder of the day and no longer bring that item to camp. Please refrain from allowing your child to bring lots of small things from home that can get lost or broken.

### Refund Policy

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- Camp Fair Oaks will honor transfer requests provided that the week requested is not full. A refund request form must be filled out completely (refund request forms can be located online on the Camp Fair Oaks webpage). All requests for refunds must be submitted 7 business days prior to week of camp in which you are requesting a refund. Refunds are not guaranteed. **Refunds will not be given for campers who are no longer allowed to attend camp due to misbehaving.**
- The amount of the refund will be the camp fee paid less the daily rate, based on the number of days elapsed regardless of attendance, and the processing fee for refunds. **Camp Fair Oaks refunds are based on a daily rate and are not prorated due to non-attendance.** All refunds are assessed a processing-fee of 25% of the camp registration fee. All refunds are non-cash. If original payment form is credit card it will take approx. 1-2 business days from processing to show on statement. If original payment form is cash or check, a refund will be processed through the County of Sacramento and will take approximately 4-6 weeks to arrive at your home from date of processing.

### Illness/Injury

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- In case of an illness or injury that requires a camper to be picked up from camp, the parent or guardian (listed first on the camper's ePACT form) will be contacted. In the event that contact is not made, the second parent or emergency contact listed on the camper's form will be contacted. Staff will continue down the list of those individuals permitted to pick up the camper, (as indicated on their ePACT form) until an authorized individual is contacted that is able to pick up the camper.

### Medication/Sunscreen

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- Any prescribed medication that needs to be administered during camp hours must be sent in the camper's lunchbox. Campers will only be allowed to bring **one day's dosage** of medication in their lunch box. Lunch boxes will be locked in a secure place and it is up to the camper to remember to take their medication. Medications will not be allowed at camp without a written note/prescription for the camper's doctor and approval noted on child's ePACT form.
- Your child will need to bring his/her own labeled sunscreen to camp.

### Sign-In/Out

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- All children must be signed in and out of camp, each day, by a parent or legal guardian.
- Children will only be released to those individuals who are listed and authorized on the child's ePACT by the child's parent or legal guardian. Parents/Guardians must indicate on the ePACT form all those individuals who will be authorized to pick up campers. For your protection, we will be unable to release a camper to an unauthorized individual.
- **All persons picking up campers must bring legal identification in with them at time of sign out. Must be 18+, no exceptions. If any person picking up a camper(s) do not have their legal ID, they will be asked to return home and retrieve it before we release your child.**
- **Please do not drop your child off before your registered start time.** For adequate preparation time in the mornings, please do not drop off your children before 8:00 a.m. **Parents or guardians who pick up their children after the end of the enrolled camp time will be charged \$1.00 for every minute they are late (to cover the expense of staff overtime).**

### Lunches and Snacks

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Camp Fair Oaks requires that each camper bring snacks and lunch daily to camp. Each day, there is a predetermined snack time and lunch time. *Heating up food and/or Refrigerated lunch storage is not available- do not send egg or mayonnaise-based products.*

Camp Fair Oaks is a **"NUT FREE"** camp. Please **do not** send camper with peanut or nut-based products.

## Camper Conduct

- Camp Fair Oaks is designed to be an **active and creative** camp and participation is mandatory. Camp is more fun when campers fully participate in all of the daily activities. We have planned for campers to participate in the activities and do not have staff to watch those who choose not to participate in the group activities. If a child consistently chooses not to participate, staff will discuss with parents whether future participation at Camp Fair Oaks is mutually beneficial.
- All campers are expected to follow the rules of the camp. Camp Staff reviews all rules thoroughly on the first day of each week and answers any questions the campers may have.
- We seek to focus camper's behavior through positive reinforcement. Positive reinforcement and redirection will be used whenever possible, although "breaks" may be used occasionally if reinforcement and redirection fails to produce desired behavior.

## Behavior Management Procedures

- Camp Fair Oaks Staff will use a direct, positive approach regarding behavior management. The purpose is to help the child develop self-control and learn to assume responsibility for his/her actions. We use positive statements and reinforcements to redirect negative behavior.
- Camp staff will discipline each child as necessary and keep the parents informed. We encourage parents to be proactive when signing out campers each day and to make time to communicate with staff on daily positives or negatives that occurred with their camper.

## "Three Strikes" Policy

Campers can receive up to three (3) strikes in one summer. The strikes and consequences are detailed below. We encourage parents to review this with their camper prior to the start of camp.

1. First, Campers will receive a verbal warning.
2. If the undesired behavior continues, your camper will begin to receive **strikes**.

**First Strike:** Campers will be issued a 10-minute break, followed by a behavior report.

**Second Strike:** A 15-minute break will be given and staff will discuss concerns with the parent with either a phone call at the end of the day and a second behavior report. A second strike may also be grounds to be sent home, depending on severity.

**Third Strike:** Parents will be called for immediate pick-up from camp or field trip site. Camper will be asked to leave camp for the remainder of the week. A refund will not be issued for the early dismissal of your child due to disciplinary reasons. It may be necessary to set up a meeting with the Parent, Child, and Camp Director and/or Recreation Supervisor if a serious discipline problem arises.

3. **Consecutive Strikes for Continuous Weeks:** It is our policy to maintain open communication with a parent if a discipline problem should arise. Campers who receive three strikes may be dismissed from camp for the remainder of the summer. We will make every attempt to make sure your child is enjoying the program. The safety of campers and staff cannot be jeopardized by one camper's lack of respect for others and/or lack of ability to follow camp rules on a consistent basis. Once again, this is a last resort; we will make every attempt to solve any problems that occur.

## Common Questions and Answers

**What happens if it rains... or if it's hot?** We hold camp rain or shine, hot or cold! Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold situations.

**What should my camper wear/bring?** Camp Fair Oaks is an *active and creative* camp, so make sure your child is dressed appropriately.

- It is important that your camper is dressed to play!
- Closed-toe shoes are required, no sandals! NOTE: Any child wearing sandals will not be allowed to participate in games and will be asked to call his/her parent for appropriate footwear.
- Send your child with sunscreen and water every day! Camp Fair Oaks will **not** supply these items for the campers; however, water will be kept on hand for refilling water bottles.
- Bathing Suit and Towel. We do have scheduled water play days, however if it is really hot, we will play with water. You will be notified in the weekly newsletter which day we intend on having dedicated water play days.
- A positive attitude! We will all have fun if each camper comes with a smile on their face ready to have a good time.

**What if I'm late picking my child up?** The definition of a "late pick-up" is any child/children who have not been picked up from Camp Fair Oaks by the scheduled pick-up time of your camp registration. Please be considerate of our staff by picking up your child *promptly* when camp ends each day.

- If an emergency arises that will cause you to be late picking up your child, please contact camp staff *at least a half an hour prior to the end of the camp day* (916-536-6305).
- **Parents or guardians who pick up their children after the end of the enrolled camp time will be charged \$1.00 for every minute they are late (to cover the expense of staff overtime). If the parent or guardian is one (1) hour late, staff are required to call the police.**

#### **What forms does Camp Fair Oaks and the Fair Oaks Recreation and Park District need?**

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Completion of the following forms is required for each camper to participate:

(All forms must be completed and returned to staff before the camper attends.)

- **Emergency and Camper Information** (form required for EACH camper; completed through ePACT)

#### **Numbers to Know**

Mary Cattolica- Camp Director	916-536-6305		mcattolica@forpd.org
Fair Oaks Recreation & Park District Office	916-966-1036	Fax: 916-966-9863	
Chelsey Adams - Recreation Supervisor	916-966-1036 ext. 17	Cell: 916-536-6401	cadams@forpd.org
Katy Coss – Recreation Superintendent	916-966-1036 ext. 16	Cell: 916-536-6753	kcoss@forpd.org