

The Folsom City Zoo Sanctuary Jr/Sr Parent Handbook

Welcome to **Folsom City Zoo Jr/Sr Zookeeper Camp**.

The Folsom City Zoo Sanctuary offers a Junior and Senior Zookeeper Camp for children (Jr ages 8-11 or Sr ages 12-15 years) that provides opportunities for children to learn about what a zookeeper does around a zoo.

Mission

- Teaching Responsible Behavior Toward All Animals

Philosophy

- The **Folsom City Zoo Jr/Sr Zookeeper Camp** is committed to providing a safe and educational environment for children to have fun, learn, and make friends. Through quality, age-appropriate activities, we seek to provide zoo experiences that welcome all. We strive to meet the needs of children of all abilities and backgrounds from our community.

Core Values

- Safe Environment
- Kindness to all
- Promote physical & mental wellness
- Recreation and education
- Messy fun

Program Schedules:

The daily schedule includes information on which animals the campers will learn about, which activities will be done and any special guests that might be coming to camp to share their knowledge.

Policies & Procedures:

Emergency Information and Procedures:

Every participant will receive an Emergency Form which will be necessary to provide current medical needs and information. Parents will be responsible for completing and turning in the form prior to their child's first session. It is the parent's responsibility to notify the Program Coordinator or Site Director of any changes in emergency information. If your child is seriously injured, the Site Director will contact emergency medical assistance.

The Emergency Form is where you need to list any special information that staff might need to know about your child such as allergies, medication, or other necessary program modifications/accommodations.

Daily Check In and Out Procedures:

All campers must be signed in and out by a verified adult. Please note that no child will be released to anyone that is not listed on the bottom of their Emergency Form that is kept on file. Participants will not be allowed to sign themselves into the program without the collaboration of staff and parents.

A designated drop off location has been set at the barn gates of the Folsom City Zoo Sanctuary. Drop off time begins at 8am during our summer camp, and 10am for other camps. If arriving later, parents must notify the Site Director. Pick up time from the program is at 1pm for summer and 3pm for other camps. If a participant is picked up after this time, you will be charged a late fee.

Illness Policy:

If your child becomes ill or injured at the program, you will be immediately contacted and will be expected to pick up your child within an hour. Children will not be allowed in the program if they are ill, have head lice, or any communicable disease. Children must then be free from all symptoms for 24 hours before they will be permitted to return to the program. The program's staff members have the right to refuse any child from attending camp that shows signs of illness. If a child is taking a prescribed medication, the site leader will administer the medication *only* if they have a signed Authorization to Administer Medication Release form on file which may be obtained on the first day of the program. Your child may not keep any medication in their personal bags. All medications must be given to the Site Leader.

Discipline Policy:

Participants are expected to adhere to program rules. If a child exhibits unacceptable behavior, redirection will be used. If the behavior continues, a break from the activity will occur. Continued behavior may result in a strike. Serious behavior offenses will result in an immediate strike. Please refer to our Code of Conduct and our 3 Strikes rule. Continued demonstrations of unacceptable behaviors will result in a call home and if necessary, a parent/staff conference. If behavior continues to be unacceptable, or if a child demonstrates excessive or dangerous behavior, the child may be dismissed from the program. The Program Coordinator will make the final decision on removal of a participant from the program.

Inclusion Policy and ADA:

Inclusion Policy:

The City of Folsom encourages and supports the participation of individuals with disabilities in meetings, facilities, activities, and programs. Please let us know if your child needs additional support to participate by contacting our staff at (916) 461-6601. Requests may take up to 3 weeks to process.

American's with Disabilities Act of 1990 (ADA)

The U.S. Congress signed the Americans with Disabilities Act (ADA) in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, government services and programs, public transportation, and telecommunications.

Title II of the ADA adopts the general prohibitions against discrimination contained in Section 504 of the Rehabilitation Act of 1973, but applies to all state and local governments, regardless of whether they receive federal funding. It prohibits the City from denying persons with disabilities the equal opportunity to participate in its services, programs, or activities, either directly or indirectly through contractual arrangements.

Program Attire:

Our youth programs include a variety of indoor and outdoor activities. We recommend that participants dress comfortably and are prepared for "messy" or "physical" activities. **Only athletic type shoes can be worn to camp. Sorry, NO flip flops or sandals are permitted.** Campers can bring extra shoes when cleaning in the exhibits as they can be muddy and messy.

Program Fees:

All our programs are supported by participant fees. We will strive to maintain affordable prices while offering a quality program and ask for your understanding in our operating policies:

- Payment must accompany registration forms in order to guarantee space in our programs. Registration is open as long as space is available. There are **no refunds** after the program begins. Refunds will be given if a program is canceled. Participants canceling from a program must inform us by Friday, 5:00 p.m., two weeks prior to the start of a new session to receive a full refund minus a \$10.00 processing fee. Refunds will take approximately three weeks and will be mailed to the original payee.

Photography/Video Note:

By signing this handbook, I (we) understand that city staff may photograph/video me and/or my minor children and that the city may use such photographs/videos to promote city programs now and in the future. I (we) expressly allow, and hereby waive any objection to, the city's photographing/videoing of me and/or my minor children when I and/or my minor children are participating in **Folsom City Zoo Jr/Sr Zookeeper Camp**.

I understand all photos/videos remain the property of the City of Folsom Parks & Recreation Department.

Notes to the Parents:

1. Please provide a nutritious lunch with a beverage (preferably juice or water) and a snack for later.
2. To ensure a good start to your child's day, please feed your child a nutritious breakfast
3. **Please send your child to camp everyday with sunscreen already applied.**
4. **Please send a water bottle with your child every day. Please make sure that it is labeled with your child's name on it.**
5. Any personal items should be left at home. **Handheld video games, trading cards and toys are not permitted.**
6. We will have a technology box where children can bring a phone or camera, they are not permitted to use their phone until staff allow them to take photos. Only photos of animal will be permitted. Inability to follow this rule can lead to phone/camera privileges being revoked and phone/camera held onto until the end of the day. Make sure to label phone/camera and they are the responsibility of the child to remember to take home each day.
7. Items left "unclaimed" will be donated to charity one week after program is concluded.
8. Daily crafts should be picked up at the end of each day. The staff will keep a box of old crafts until the end of camp. Any crafts left after camp ends will be thrown away.

Frequently Asked Questions:

Q. What will my child's day be like?

A. Totally supervised and fun! The day is filled with age-appropriate, fun activities that include zookeeping, games, arts and crafts, nature walks and free play.

Q. Who are the Recreation Leaders?

A. Most of our staff has been with us for the past few years. Applicants are fingerprinted and carefully screened. There is always a CPR and First Aid certified staff onsite. A site leader is assigned to oversee each age group and a full time Recreation Coordinator supervises the entire program. There is always a CPR and First Aid certified staff onsite.

Q. What happens if my child becomes ill at the program or is seriously injured?

A. Lead staff will contact parents immediately. Please note that if the parents cannot be reached, we will contact those additionally listed on the emergency form.

Q. What if my child does not want to participate in an activity?

A. All children are encouraged to participate. However, we will not force a child to participate. If a child chooses to sit out of an activity, they must stay with their group.

Q. May a participant make up a missed day of Jr/Sr Zookeeper Camp?

A. No, and we do not prorate for missed days.

Q. My child takes medication. How is this handled at Jr/Sr Zookeeper Camp?

A. Under strict care. It is the camp policy that all medications are in the original labeled containers. They must be brought to the Site Lead and will be administered by the Site Leader only. Parents are required to fill out a medical release form at the same time the medication is being dropped off. Asthma inhalers may be administered directly by the camper, but the inhalers must be kept in the Site Leaders possession.

Q. Can I drop my child off once camp has started or before camp ends?

A. Yes. When doing so call the site phone to see where your child's group is at that point. They may be at the Barn, Park, or a Zoo exhibit, etc.

Q. My child needs help applying sunscreen. Can the Rec Leaders help my child apply sunscreen?

A. Yes. But our staff can only help apply sunscreen if the child has sunscreen in an aerosol can. We do recommend your child coming to the program with lotion sunscreen already applied.