

Summer CAVE Teen Camp

Folsom Parks & Recreation

Program Handbook

Welcome to the City of Folsom's Summer Cave!

The Summer Cave Teen Camp is operated by the City of Folsom Parks and Recreation Department. The mission of our program is to provide a safe, fun filled summer experience for Folsom's middle school students during their summer vacation break.

Camp Hours & Location

Monday-Friday - 8:00am-5:00pm

The CAVE @ Sutter Middle School - 715 Riley St, Folsom, CA 95630

Contact Info

Camp Director: 916-496-1984 or suttercave@folsom.ca.us

Parks and Recreation Front Counter (reg office): 916-461-6601

Recreation Coordinator – Nadia Khkhokhar Roberts: 916-461-6685 or nroberts@folsom.ca.us

Camp Schedule

Detailed information for each week will be emailed the Friday before the week of camp families are registered for. Activities include walking field trips, bus trips, arts, group challenges, many outdoor activities and swimming at the aquatic center. **Activities start promptly at 9:30am unless stated otherwise and we begin wrapping up around 4:30pm.** Throughout the week in addition to whole camp activities, the campers will be split into groups and challenged to participate in activities, show positive behaviors and good sportsmanship, worth a variety of points.

Camp Policies & Procedures

Code of Conduct

Every participant will receive a CAVE Code of Conduct form (last page in this document) that both the participant and the parent/guardian will need to review, sign and return by the first day of the program. Staff will go over the document again as a large group.

Emergency Information and ePACT

Every participant will receive an Emergency Form through ePACT which will be necessary to provide current medical needs and information. Parents/guardians will be responsible for completing the form prior to their teen's first session. It is the parent/guardian's responsibility to update any changes in emergency information through ePACT. If your teen 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 teen such as allergies, medication, or another necessary program modifications/accommodations as well as who can and can not pick up your teen.

Daily Check-In and Out Procedures

All campers must be checked in and out by a verified adult, unless approved to sign themselves in and out by a parent/guardian. **Please note that no teen will be released to anyone that is not listed in ePACT.** All notes that are brought in by a participant must be verified by the Program Coordinator, Nadia Khkhokhar Roberts. The combination of verbal and written communication is ideal to ensure the safety of your teen.

Parking

Camp is located in the CAVE at the back of Sutter Middle School. Park on PERSIFER STREET, between Scott St. & Bridge St. You will see the CAVE sign on the building where we hold the program. **Drop off time for camp is no earlier than 8:00am. Pick up time from camp is no later than 5:00pm. If a participant is picked up after this time, you will be charged a late fee of \$1 per minute, per teen.** Use the camp number (call or text) 916-496-1984 to reach us.

Camp Fees/Refund Policy

All our programs are supported by participant fees. Camp fees are all inclusive: it covers field trip costs (*not including cost of food*), Aquatics Center fees, transportation fees and one camp shirt. We will strive to maintain affordable prices while offering a quality program and ask for your understanding in our operating policies:

- There are **no refunds** after the program begins. Full refunds will be given if a program is canceled. Participants canceling from a camp program must inform us by Friday, 5:00 p.m., two weeks prior to the program to receive a full refund minus a \$10.00 processing fee and a \$25 field trip fee. **Field Trips are non-refundable.**

Communication

- **Email Communication:** We will regularly communicate important camp updates, announcements, and reminders via email. Please ensure that the email address provided during registration is accurate and frequently checked to stay informed about camp activities and events.
- **ePACT Messages:** Staff may also use ePACT to send quick communication. This will be distributed through your email.
- **Weekly Updates:** Each Friday we will be sending an email that provides reminders and information about the upcoming week's activities and upcoming events. Be sure to read this email each week to stay up-to-date with what's happening at camp.

Camp Attire

Participants will receive a wristband with the CAVE logo and phone number on it -to be worn daily. These help identify our campers when swimming or on trips. 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 are allowed to be worn to camp. Sorry, NO flip flops or sandals are permitted.** On swim days, your child may bring sandals or water shoes to change into at the pool. A camp shirt will be provided on your child's first day of summer camp. The camp shirt must be worn on all bus field trips. Additional t-shirts may be purchased for \$10 each.

Electronic and Cell Phone Policy

We are not responsible for lost, damaged or stolen belongings. Teens are only allowed to watch or use electronics in compliance with the school district's electronic policy. Depending on the severity of the problem, any participant caught breaking the school's electronic use policy will result in restrictions on using electronic devices and/or suspension from CAVE. Teens must utilize their electronics and school wi-fi in an ethical manner. This implies respect for the security and privacy of students, staff, and computer systems. Electronics are not to be used to transmit or watch anything threatening, obscene, or harassing material. Every day (except the field trip days) we will have two hours in the morning and one hour in the evening when campers are allowed on their phones (referred to as power hour). During the rest of the day, campers will be expected to be off their phones and have them stored away.

Photography/Video Note

By agreeing to the photo/video note in ePACT, parents 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. All photos/videos remain the property of the City of Folsom Parks & Recreation Department. **If you do not agree to this, we need a statement in writing. Please also be sure to communicate your wishes with your teen so they know to exclude themselves from groups photos.**

Health & Safety

Medical Forms: Prior to the start of the camp session, parents/guardians are required to add the required emergency information through ePACT. Parents will be responsible for completing the forms prior to their child's first session. It is the parent's responsibility to update any changes in emergency information through ePACT.

Emergency Contacts: It is essential that we have up-to-date emergency contact information for each camper. Please ensure that your contact details are accurate and inform us promptly of any changes. **Staff cannot make any changes to your personal information in ePACT.**

Emergency Procedures: Our staff members are trained in emergency response procedures, including first aid and CPR. In the event of a medical emergency, we will take immediate action to ensure the safety and well-being of the camper, including contacting emergency services and notifying parents/guardians.

Allergies and Dietary Restrictions: Within ePACT, please provide detailed information about any allergies your child may have, including the specific allergens and their severity. This information will help us take necessary precautions to prevent exposure to allergens during camp activities.

Medication Authorization: If your child requires medication during camp hours, please complete the medication authorization form on your child's first day of camp and provide the medication in its original container. **Expired Medications:** Please ensure that all medications provided to the camp are within their expiration date. ***Expired medications will not be administered to campers.***

Illness and Contagious Diseases

If your child is feeling unwell or experiencing symptoms of illness, please keep them home from camp to prevent the spread of illness to other campers and staff. In the event that your child is diagnosed with a contagious disease, such as influenza or strep throat, please notify us immediately. We will take appropriate measures to prevent the spread of the illness within the camp community.

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.

Sun Protection and Hydration: To ensure protection from the sun's harmful rays, please apply sunscreen to your child before they arrive at camp. We encourage campers to wear hats for added protection. Please provide a refillable water bottle labeled with your child's name to ensure they have access to water throughout the day.

Inclement Weather: In the event of inclement weather or Poor Air Quality, camp activities may be modified or moved indoors. Please ensure that your child is dressed appropriately for outdoor or indoor activities. Walking trips may be rescheduled and we will ask that campers are picked up from the pool on days it is over 100 degrees.

Behavior Expectations and Disciplinary Procedures

Our hope is that by working together with parents/guardians, campers, and staff, we can create a positive and supportive camp environment where every teen can thrive.

Behavior Expectations: Folsom CAVE Teen Camp strives to create a welcoming and inclusive community where all campers feel respected, valued, and safe. To help achieve this, we expect campers to:

- Treat others with kindness, respect, and empathy.
- Listen to and follow instructions from camp staff.
- Respect camp property and equipment.
- Participate actively and positively in camp activities.
- Resolve conflicts peacefully and constructively.

Positive Reinforcement: In addition to addressing negative behavior, we also prioritize recognizing and reinforcing positive behavior. Campers will be praised and rewarded for demonstrating kindness, cooperation, leadership, and other positive traits.

Conflict Resolution: Our staff members are trained in conflict resolution techniques and will work with campers to resolve conflicts peacefully and constructively. We encourage campers to communicate openly, listen to each other's perspectives, and work towards mutually acceptable solutions.

Disciplinary Procedures: While we aim to foster a supportive and encouraging atmosphere, there may be instances where campers' behavior requires intervention. Our disciplinary procedures are designed to address behavioral issues promptly and equitably, with the goal of promoting positive behavior and learning from mistakes. Procedures *may* include:

1. Verbal Warning: Camp staff will provide a verbal warning and discuss the behavior with the camper, emphasizing expectations and potential consequences if the behavior persists.
2. Cooling-Off Period: In some cases, campers may be asked to take a brief break from activities to calm down and reflect on their behavior.
3. Phone Call Home for Pep Talk: If a camper continues to struggle with behavior after a verbal warning, camp staff may make a phone call home for the camper to speak with the parent/guardian. This call is intended to provide support and encouragement to the camper and to discuss strategies for improvement.

4. Notification and Communication Log: If behavioral issues persist or escalate, parents/guardians will be contacted to discuss the situation and collaborate on a resolution plan. Additionally, parent/guardians will be asked to sign a Communication Log, acknowledging their receipt of information about their teen's behavior and any follow-up actions agreed upon.
5. Dismissal Options: Depending on the severity of the behavior, campers may be dismissed from the program for the remainder of the day, the remainder of the week, or excused for the remainder of the summer. This decision will be made by camp leadership in consultation with the camper's parent/guardian, taking into consideration the safety and well-being of all campers and staff.
 - *Please note that in the case of missing camp due to dismissal, there will be no refunds or prorations. If the camper is suspended for the remainder of the summer, only future weeks will be refunded.*

Zero Tolerance on Physical Acts of Aggression: We maintain a zero-tolerance policy regarding physical acts against others. Any physical aggression, bullying, or violence towards another camper, volunteer, or staff person will be addressed immediately and will result in immediate dismissal from the program.

Director/Coordinator Assessment: The Camp Director and Program Coordinator reserve the right to assess a camper's behavior and determine if the camp environment is not the right fit for the camper. In such cases, the camper may be excused from the program after careful consideration and discussion with the camper's parent/guardian.

Immediate Dismissal Procedure: If a camper's behavior warrants immediate dismissal from the program, parents/guardians or someone listed as an authorized pick-up person **MUST** arrive within 30 minutes of the phone call home to arrange for pickup. It is essential that parents/guardians or authorized pick-up persons arrive promptly to pick up the camper, as failure to do so may result in additional consequences, including suspension from future City activities.

Please note that the steps outlined in our disciplinary procedures are dependent on the severity and nature of the behaviors exhibited by the camper. In cases where the behavior is deemed severe, all steps may be skipped, and immediate dismissal may be necessary to ensure the safety and well-being of all campers and staff.

Concerns Resolution: Camp staff value open communication and strive to address any concerns. However, should a parent/guardian disagree with the disciplinary action taken in camp, it is important to understand that the highest level of resolution is with the Recreation Manager and will not be escalated to higher authorities within the city structure. This ensures that matters pertaining to the camp are handled by individuals directly involved in its operations and are resolved efficiently.

Aquatic Center Visit Information

The Aquatics Center is a large facility with three separate pool areas.

- Multi- Purpose Pool – This is a 50-meter pool that ranges from 4 ½ feet – 14 feet in depth. There are diving boards, including high dives located at the deep end of this pool. This pool is designed for more experienced swimmers and houses the large inflatables that are available for an additional fee. (Life jackets are not permitted in this pool)
- Instructional /therapeutic warm water pool - This pool is 25 yards in length and 3½ feet in depth. It is designed for swim instruction and less experienced swimmers.
- Activity pool – this is a family leisure pool with beach slope entry and a water play Structure. It ranges from 0 to 3 ½ feet in depth. A 25-foot-high water slide is located at the side of this pool. *Only children over 48" in height may ride the slide.*
- There are concession stands and locker rooms with restrooms and shower facilities.

Teen Campers are allowed to bring money to the pool for the concession stands/snack bar.

Campers have access to the entire facility. Including the inflatables.

- If your camper wishes to participate on the floaty obstacle course at the facility, there will be a \$3 charge, which is paid to the Aquatic Center.

Please be aware that when we attend the facility, it is open to the general public for recreational swim. We cannot provide direct supervision over the campers due to the size of the facility; however, our staff provides general supervision, and our day camp staff are located at each of the pools. Additionally, there are lifeguards stationed at each pool. We ask that our campers swim with a partner and notify our staff when they are using the restrooms. Please help us reinforce the concept of swimming with a partner by talking with your child about this at home. If your child needs a life jacket, please make sure to mark it on the attached form that is to be turned in to camp staff. No need to send your child with a life jacket, as the Aquatic Center has them readily available to us, and they need to be US Coast Guard approved.

To further ensure that your teen has a good experience at the pool please pack sunscreen for your teen on scheduled pool days. We recommend that they bring sandals to wear on the pool deck. Pools rules are explained to the teens prior to visiting the facility. Teens that do not comply with these rules may be required to stay with staff on the pool deck. If you have concerns about your teen's swimming ability, or any other concerns regarding our trips to the Aquatics facility, please notify the Recreation Coordinator.

Frequently Asked Questions:

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

A. Totally supervised and fun! Each day is filled with fun activities that include games, arts and crafts, sports, free time, special walking and bus trips and much much more!

Q. Who are the counselors?

A. Mature, caring adults – many returning staff that also work in our school year program! Applicants are fingerprinted and carefully screened. All staff are CPR and First Aid certified.

Q. Do you provide any meals?

A. No. All campers need to pack a nutritious lunch, snacks and a water bottle to stay hydrated. There may be “snacktivities” scheduled during the week but campers will still need to bring food every day.

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

A. All campers are encouraged to participate. However, we will not force a teen to participate. If a teen chooses to sit out an activity, they must still stay with the group and not use their phones.

Q. What should my teen wear on field trip days?

A. All campers must wear their Summer Cave t-shirt on field trip days for easy group recognition. They should also be wearing appropriate shoes and clothing depending on the weather and activities listed in the weekly email.

Q. May a camper make up a missed day of camp?

A. No. We apologize but days are not allowed to be made up on other weeks.

Q. What is to be expected on the walking to lunch field trips?

A. On specified dats, we have a walking field trip around Folsom. This includes but is not limited to: a choice of three local restaurants in the area, Old Town Folsom, and other close locations. Each camper can bring their own lunch, or with the permission of the parent/guardian, the teen can bring money to purchase food at one on the restaurants of their choice. It is the parents/guardians' discretion on how much money to give their teen to bring. **Our recommendation for food purchases is \$15-\$20.**

Q. What should my teen bring with them to the pool?

A. The campers should BRING a towel, flip-flops or sandals, sunscreen, bottled water, a sunhat, and snacks. We advise to not wear flip flops or open toed sandals on the walk to the pool, but to bring walking shoes and change when we arrive at the pool. Every teen should have eaten lunch before we left for the pool, but they can bring snacks inside. With the approval of the parent/guardian, there is also a snack bar where food can be purchased.

Q. When do you get back from the pool and can I pick my teen up at the pool?

A. We start our return walk to the CAVE at 4:30pm and YES* you may pick your teen up from the pool. If you need to pick your teen up from the Folsom Aquatic Center before we are on our walk back to the Sutter Middle School, you can call us on the CAVE cell phone (916) 496-1984. Staff will accompany the teen out of the aquatic center and meet with you at the designated loading/unloading area. ***Under no circumstance may you pick your teen up when we are walking to or from the Folsom Aquatic Center.**

Q. Can my teen bring lunch to field trips?

A. No. We apologize but Six Flags, Sunsplash, Wake Island Waterpark and TopGolf do not allow outside food inside their facilities. Six flags, Sunsplash and Wake Island trips require your teen to bring money with them to purchase lunch. For Six Flags they will need enough money to buy lunch and maybe another snack before we get back on the bus (eating is not permitted on the bus). On average, the price for food is about \$25-\$35. If you think your teen might eat twice, we recommend bringing \$40-50.

Q. Are camp hours the same on Field Trip Days?

A. Yes, unless specified on the weekly schedule handed out the first day of camp for that week.

Q. Can I drop my teen off later than 8:00am or pick my teen up earlier than 5:00pm?

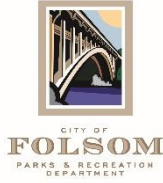
A. Yes. When doing so, you may want to call the camp CAVE cell phone (916) 496-1984 to see where your teen's group is at that point. This way, you are not hunting all over for them. Groups might be out and about on walking trips or on campus.

Q. What type of transportation does camp use for field trips?

A. Transportation will vary from a chartered bus, school busses, SacRT Light Rail and/or city vehicle. It will be detailed for you, on your weekly schedule, as to when trips will leave and return to camp.

Q. My teen has some special needs, are they welcome in this program?

A. Yes! We strive to accommodate campers with special needs to the best of our ability. Please inform us in advance of any special accommodation your child may require, and we will work with you.



CODE OF CONDUCT FOR CAVE PARTICIPANTS AND STAFF



As a member of CAVE, I will:

- ACT WITH RESPECT TO OTHERS, THEIR BELONGINGS & CAVE PROPERTY
- FOLLOW ALL SAFETY RULES & WALK AT ALL TIMES IN THE CAVE
- BE CONSIDERATE TO OTHERS AND KEEP MY BODY TO MYSELF
- BE RESPECTFUL WITH MY LANGUAGE & GESTURES
- NOT HARRASS ANY OTHER PARTICIPANT OR STAFF MEMBER
- NOT ENGAGE IN OR BE UNDER THE INFLUENCE OF ILLEGAL SUBSTANCES
- STAY WITHIN THE CAVE BOUNDARIES WHILE CHECKED INTO THE PROGRAM
- ONLY USE ELECTRONICS & PHONES IN COMPLIANCE WITH CAVE RULES
- ONLY EAT FOOD IN DESIGNATED AREAS & CLEAN UP AFTER MYSELF
- TRY ALL ACTIVITIES FOR AT LEAST ONE ROUND
- HAVE GOOD SPORTSMANSHIP FOR ALL ACTIVITIES, BE KIND AND PATIENT
- BE ACCOUNTABLE FOR MYSELF, MY BEHAVIOR & MY BELONGINGS
- LEAVE THE SCHOOL CAMPUS UPON CHECKING OUT FROM THE CAVE
- LISTEN TO STAFF & FOLLOW ALL RULES GOVERNED BY THE CAVE

By signing this agreement, I [participant name] _____, agree to uphold this Code of Conduct and understand that failure to comply with this Code of Conduct may result in my loss of privileges, suspension, or permanent expulsion from the CAVE. I understand the behavior policy listed in the Program Handbook. I also understand that depending on the severity of a strike, one violation can result in loss of privileges, suspension, or expulsion, and will be determined at the discretion of City of Folsom staff based on the severity of the violation. If a participant violates the rules, and is suspended or expelled from CAVE, no refunds will be made.

Participant Name: _____

Participant Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____