

SANGER RECREATION DEPARTMENT SUMMER FUN PROGRAM HANDBOOK



The mission, objectives, and guidelines of the Summer Fun Program have been developed so that participants and parents understand what the program is designed to accomplish.

**This Handbook is produced by
The City of Sanger Recreation Department
876-6300 opt. 2**

MISSION

The Mission of the Sanger Recreation Department is to Create Community, Foster Human Development & Provide Memorable Recreation Experiences.

PHILOSOPHY

In our quest to provide recreation to the youth of Sanger, the Recreation Department offers the Youth After-School Program. This program promotes recreation through active, passive and educational activities, while at the same time offering a supervised, safe environment.

GOALS AND OBJECTIVES

The primary goal of our program is to provide children with a safe and enjoyable environment where they can grow emotionally, socially and physically through developmentally appropriate experiences. The program recognizes children as unique individuals who deserve the right to be treated equally with fair and consistent limits. Children are provided with hands-on activities, which enhance motor development, promote independence and foster a positive self-image.

SUMMER FUN PROGRAM SITE

Community Center –730 Recreation Ave. Sanger, CA 93657

Phone 559-618-1948

HOURS OF OPERATION

Monday thru Friday 10:00am to 3:00pm

Extended Hours Available please contact Sanger Boys and Girls Club at 559-399-3487

DROP-OFF PROCEDURES.

Must enter the facility to officially sign– in their child.

PICK-UP PROCEDURES-No Exceptions!

Parent\Guardian or designee must enter the facility to officially sign-out their child.

Parent\Guardian or designee must be on the Participant Information Form as authorized to pick up child (designee must be 18 years of age or older).

Parent\Guardian or designee must present picture identification (drivers license) upon request.

** Note : Appropriate legal paperwork is required to be on file with the Summer Fun Staff when custodial parent request the center not to release the child to the other parent.

Late Pick Up

We close promptly at 3:00pm For all children not picked up by the end of the program, regular or extended hours transferring to the Boys and Girls Club Program the following late policy will be in effect:

First 5 minutes: Grace Period

Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

The Summer Fun Staff should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

NOTE: When a child is not picked up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 1 hour 15 minutes from when the parent has been informed of the need for campers to be picked-up.

BABY-SITTING

Employees of the Summer Fun are prohibited from babysitting for families with children enrolled in a Summer Fun Program.

Children at Risk

Parents who arrive at the Summer Fun in an incapacitated condition (i.e. alcohol, drugs) present a risk to their or other children. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

Call another person on the child's emergency contact list

Call the other parent / guardian

Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

Session Dates:

First June 10-21

Second June 24-July 5 (closed July 4th)

Third July 8– July 19

Fourth July 22– August 2

Camp Attire

Please remember to dress your child appropriately for camp. Our camps use discovery and play as a major part of our camp program, thus we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity. Here are some other reminders of clothes for camp: Cont ——>

T-Shirt with Sleeves

Shorts (No skirts, girls!)

Socks

Appropriate Clothing for Camp: NO halter or tube tops, NO short shorts etc!

Tennis Shoes (No sandals or flip flops, please)

** Sandals or flip flops may be worn to and from the pool, but must be removed when returning to summer fun

LABEL EVERYTHING!! (Even underwear!)

On the first Monday of each session and available upon request after, you will receive important information regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference **Summer Fun Program Age Requirements** - Children must be between the ages of 5 & 13 years of age before the start of the program June 10, 2017.

Field Trips – Buses will always depart from the Program Site. Hired professional bus companies or the Sanger Unified School District Transportation, which uses only licensed trained drivers, or Class B licensed drivers will provide transportation. Children may bring extra money on field trips for souvenirs and snacks. Field trips must be paid in full. All monies and permission slips **must** be turned in by due dates. Payment of field Trip by due date secures your spot on the field trip bus **** subject to change without notice (weather–,mechanical issues etc...)**

Medication - If your child(ren) requires medication throughout the day please inform the Site Supervisor, however Sanger Recreation Department has a policy which states that staff will not administer any medications.

Lunch – Daily lunches will be provided at Program sites by the Sanger Unified School District Summer Food Program . Please see <http://www.sangerunifiedchildnutrition.org/> For menu and nutrition information.

Sack Lunch-

Summer Fun participants who wish to bring their own lunch should pack a healthy, low sugar, and balanced meal, no soda or energy drinks. Do not send food or drinks in glass containers. Lunches will not be refrigerated therefore, we ask that you send lunches that do not spoil if not kept cold. Please mark all lunches and all containers with participants first and last name. Please do not provide participant with a lunch that will need heating or be microwaved . Summer Fun staff is not responsible for food preparation or pre-heating meals.

NUT FREE ZONE!

Summer Fun is a NUT FREE ZONE . We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at camp to ensure the safety of all children. Your understanding and support in helping to provide a NUT FREE ZONE is greatly appreciated. The Summer Fun Staff continues to work towards an inclusive environment that supports and acknowledges the right of each person to be fully included in all activities that occur in Summer Fun.

Medical/ Emergency Information

Each Summer Fun participant must have a completed:

- Completed Registration– Health History Form
- Parent–Participant Acknowledgement Form

Address & Telephone Numbers

Please inform Summer Fun staff in writing of all changes to address and phone

numbers. If your emergency numbers change , it is important that we are notified immediately to ensure proper notification of parents in cast of an emergency.

Phone Calls ~

Please do not call to speak to your child or your child's counselor, unless it is an emergency. If you child is experiencing problems, we call you immediately. If you need to speak to your child's counselor please leave a message at 559-618-1948 and the Summer Fun staff will return your call your call as soon as possible. You may call the Summer Fun Site Supervisor with you questions or concerns.

Illness Policy

Summer Fun participants must be healthy enough to participate in the programs daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend the program. For the safety and comfort of your child please keep them home until they feel better and no longer present the danger of passing illness.

If you child has a fever (temperature above 100.4 F) vomiting/diarrhea, Summer Fun participants must remain at home 24 hrs after temperature and symptoms return to normal. *Dr. Note may be required to return for any medical or health condition.*

If your child become ill while at Summer Fun , you'll be asked to pick your child up as soon as possible.

The following are defined as illness or communicable health problems :

- Conjunctivitis (Pink Eye)
- A Chronic runny nose with colored discharge
- A chronic cough
- A Fever– know
- Vomiting or upset stomach
- Signs of fatigue or discomfort
- An open rash or hives
- Head Lice

Please notify Summer Fun Staff if your child or any member of your immediate household develops a communicable condition (as defined by the local Health Department) such as pink eye, chick pox or lice. Parents are responsible to notify Summer Fun within 24 hours or next business day . In case of a life threatening illness please notify Summer Fun immediately so we may contact other parents as soon as possible.

Accidents/ Emergencies / First Aid

All precautions will be taken to prevent serious health risks to all summer fun participants. In the event that a minor injury occurs . First Aid will be administered by camp staff. The following procedures will be followed:

- First Aid will be provided and incident recorded in log
- The child will be periodically be observed after First Aid has been applied
- Parents will be notified of treatment at the end of day.

In the Event of a medical Emergency , immediate action will be taken by the staff and the following steps will be taken:

- Immediate First Aid will be administered–If necessary 911 will be called
- You be contacted , if you cannot be reached , emergency contact will be notified
- A staff person will accompany your child to the hospital and remain until you or your contact person arrives.
- An incident report will be created and logged.

Emergency information is very important for us to provide the safest environment for you children- please notify us right away of any changes to address or phone numbers. Summer Fun or the City of Sanger will not incur the cost of medial treatment and it is imperative that you note this information on the Registration/ Health History Form.

Emergency Plan

Each camp site will have a site-specific emergency plan including an assembly area program, facility evacuation plan, notification (sounding of alarms) system, shelter-in-place plan, locations of fire extinguishers and first aid kits, etc. Staff have been trained and are expected to be well-versed in emergency procedures. Each session of summer Fun will include both a fire drill and shelter-in-place drill, so that campers are aware of what to do in an emergency. The following are general procedures for Summer Fun in case of emergencies:

Shelter-in-Place: In the event of an emergency that requires an on-site shelter-in-place, campers, members, and staff will assemble in the designated area on site (please refer to site-specific plans for actual locations). In the event of an emergency that requires campers, members or staff to be moved to an alternate location, participants and staff will be transported the following location :

Sanger Youth Center 818 L Street Sanger, CA 93657

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building through the nearest exit, and meet at pre-determined assembly areas. Camp staff will take roll of campers in their groups, site directors will take a total count to assure that all children have left the building safely, assistant site directors are responsible for medication, first aid kits and evacuation kits.

Chemical / Biological / Terrorist/ Lock Down Emergency Plan: In the event of any of these emergencies, campers and staff are required to relocate to the on-site shelter in place location. Once there, no one (including parents and children) will be allowed to enter or exit the building until there is further notification from a Summer Fun Supervisor.

Severe Inclement Weather: In the case of severe inclement weather campers will meet at their designated area. All campers will remain in their groups until the weather passes or the parents pick the camper up. No refunds will be given for inclement weather closures or modifications. Parents: Please create an emergency plan to have your child picked up during emergency situations. Be aware of local weather conditions that you feel may warrant your child being picked up from camp. Due to the large number of campers attending Summer Fun , you may not receive a call in case of an emergency cancellation– please make sure you sign in your child and make sure the facility is open.

Child Abuse

State laws require Summer Fun staff to report suspected or actual child abuse and/or neglect to the proper authorities. In compliance with the law Summer Fun has adopted the following procedure

Any Summer Fun employee who has reason to suspect that a child is abused or neglected should report that matter immediately to his/her supervisor who shall make a report forthwith to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred. If neither locality is known, then such report shall be made to the local department where the abuse or neglect was discovered.

c. Any employee making a report of child abuse or neglect pursuant to the appropriate sections of the state statutes or who participates in a judicial proceeding resulting there from shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such employee acted in bad faith or with malicious intent.

Transportation

Transportation to and from Summer Fun is not provided—Parents or guardians should secure transportation to and from the program. Employees of the Summer Fun program are prohibited from giving participants rides to and from the program.

Extreme Heat

During periods of extreme heat (Code Red) when temperature reaches or exceeds 105F), the camp staff will scale down the physical activities. Campers will not be able to be outside for more than 15-20 minutes at a time. Indoor facilities will be utilized by programming more crafts and low-activity events or activities or movies may be shown (G rated only). The staff will take children inside to increase their water intake on these days. All precautions will be taken to prevent heat related injuries during these times.

Termination/ Expulsion from Program

The Summer Fun Program reserves the right to terminate your child's camp enrollment with or without refund if the staff deems in the best interest and/or safety of the camper, other campers, parents or staff. If a child's camp enrollment termination is deemed necessary by Summer Fun staff parents will be informed of reasons for termination of services.

Enrollment, Withdrawal / Refunds

There are two payment options 1). All four sessions prepaid at the time of registration \$140. If campers are withdrawn for medicals reason each session will be prorated at \$40 per session. 2)Pre Pay \$40 per Session. If space permits. A \$10 late fee will be added to the registration price if fees are paid after the session has began. Due to the limited space of the program no refunds will be given without a Dr. Note. Request for refunds should be given to Recreation Office located at City Hall 1700 7th Street within 48 hrs of receiving Doctors Note.

Organizational Chart– Summer Fun

Joaquin Zamora– Recreation Supervisor

Summer Fun Supervisors

Summer Fun Recreation Leaders

Jr. Recreation Leaders

Volunteers/ Interns

PARENT PARTICIPATION

Parents and Guardians of Summer Fun Participants are always welcome in the program. Parents of enrolled children may make unannounced visits at anytime. All custodial parents have the right to enter the day camp (center) at any time. Visitors must sign in with the Summer Fun Supervisor before entering the facility. We request, however, that visits of a lengthy nature are scheduled with the Summer Fun Supervisor and approved by the Recreation Supervisor ahead of time. Visitors other than parents or guardians are welcome to visit, but should make an appointment with the Recreation Supervisor ahead to time.

We would like to invite all the parents to attend special events and shows put on by the children during the Summer Fun Program.

Special Events & Birthdays

Special food treats may be brought in for holidays, special events or birthdays. Arrangements should be made ahead of time with the camp director. All food must be brought in covered containers with written directions if necessary. If sending in store brought items, please send unopened packages.

Behavioral Guidance

In order to promote your child's physical, intellectual, emotional, and social well being and growth, staff shall interact with the child and one another to provide needed help, comfort, and support and:

- Respect personal privacy
- Respect differences in cultural, ethnic, and family backgrounds
- Encourage decision making abilities
- Promote ways of getting along
- Encourage independence and self direction
- Use consistency in applying expectations

Behavioral guidance will be constructive in nature, age and stage appropriate, and will be intended to redirect children to appropriate behavior and resolve conflicts. Parents will be notified when persistent behavioral problems are identified and will include any disciplinary steps taken in response.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. Before the first day of camp, you and your child are required to read through and you will need to sign that you read, reviewed and understand this handbook. This way you will both be aware of the rules and consequences. The staff will work cooperatively with parents, keeping them informed of behavior problems and methods used to teach and guide them toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the Day Camp Program. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared with the camp staff. This will enable us to work more effectively and productively with your child

Lost & Found – Please make sure that your child's name is on their lunch box, backpack, sweaters, jackets, etc. We maintain a lost and found. Please check regularly for missing items. Items not claimed at the end of the month will be taken to a local entity such as Goodwill.

Communication – Please be sure to check with you child(ren) or any staff member for updated or changed information that pertains to the program. **We ask that you read any information given to you child, as it is important.**

GENERAL RULES

The Sanger Recreation Department strives to maintain a fun, safe and wholesome environment for all our program participants. To ensure this environment, we have outlined basic rules and guidelines each participant must follow. Please discuss these rules with your child(ren) prior to his/her attending our programs to insure your child's safety.

- 1. Children must listen and follow instructions.
- Children must respect authority of supervisors.
- Children must wear tennis shoes and socks.
- Open toe shoes are not allowed except on to and from the pool
- 4. Fighting, pushing or shoving is unacceptable behavior.
- Children must be considerate of Sanger Recreation Department equipment and property of others.
- 6. Only appropriate language is acceptable.
- 7. Children must stay with their assigned groups at all times.
- 8. Bringing sharp objects and other hazardous items will result in immediate dismissal.
- 9. Children are asked to walk, not run inside of the facility (unless they are involved in a specific activity).
- 10. Trading cards of any type are to be left at home.
- 11. The use of personal electronic products (to include, but not limited to, all video games, walkman, Discman, etc.) will be limited to specific times during our program day. The City of Sanger will not be responsible for the loss of, damage to or theft of any of these products.
- Toys of any type that are brought into the facility are the responsibility of the child. The City of Sanger will not be responsible for the loss of, damage to or theft of any of these products.
-

DISCIPLINE POLICY

This discipline policy applies to all children in order to ensure a fun, safe and wholesome environment. We appreciate your support and communication in this area. If discipline is required, the following process will occur:

| OFFENSE | ACTION |
|----------------|---|
| ◆ First | The Recreation Leader will discuss the unacceptable behavior with the child and explain why it is unacceptable. |
| ◆ Second | The Recreation Leader will discuss the unacceptable behavior with the child and the Site Supervisor. They will discuss how the behavior can be changed. |
| ◆ Third | Should inappropriate behavior continue, the situation will be documented and a disciplinary form given to the parent. The form will outline the behavior problem and the steps that will be taken if the problem persists. Steps will range from suspension to dismissal from the program. In this instance no refund will be issued. |

If a Child's behavior creates an unsafe environment for the other children, Sanger Recreation Department reserves the right to dismiss the child from the program immediately.

WE APPRECIATE THE OPPORTUNITY TO PROVIDE QUALITY RECREATIONAL PROGRAMS FOR YOUR FAMILY. IF YOU HAVE ANY CONCERNS OR QUESTIONS, FEEL FREE TO TALK WITH THE SITE SUPERVISOR AT EACH OF THE PROGRAM SITES OR THE RECREATION SPECIALIST OVERSEEING THE PROGRAM.

