

# Summer Fun Day Camp 2020

REGISTRATION OPENS

## June 1

## June 15-July 31\*

\*No camp on July 3

**Monday - Friday**  
**7:30 am - 5:30 pm**

Camp will be held at CL Smith, Hawthorne  
and Sinsheimer Elementary

The Parks & Recreation Department office is  
currently CLOSED for walk-in service.

Please register online at [www.sloyouthservices.org](http://www.sloyouthservices.org)

For questions please, contact staff at 805-781-7447



Parks & Recreation

## Sign up today !

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Visit [sloyouthservices.org](http://sloyouthservices.org) for an online registration tutorial



[sloparcsandrec.org](http://sloparcsandrec.org) | [@sloparcsandrec](https://twitter.com/sloparcsandrec) | 805-781-7300

# PROGRAM OVERVIEW

Summer Fun Day Camp is a full-time day camp program aimed at providing a fun, enriching school-age camp experience to support our working families. All Camp activities will remain on campus and small groups will remain physically distanced from each other. Activities will provide Campers a sense of traditional summer fun, with crafts, games, seeing friends and lots of outdoor time.

## DATES, HOURS AND LOCATIONS\*

- Camp runs Monday through Friday: June 15 – July 31, 7:30 am – 5:30 pm. \*Closed July 3rd
- Locations include: CL Smith Elementary, Hawthorne Elementary, Sinsheimer Elementary

\*subject to change based on demand and guidance from CDC and State Regulations

Camp Units: Campers will be assigned to a group of 10 children and 1 Camp staff per room for the week. This is known as a Camp Unit.

## FLEXIBLE DAILY SCHEDULE

Specific timing of each schedule may change to ensure physical distancing at Camp sites.

7:30 – 8:45 AM	Camp Opens, Discovery Choice Activities
8:45 – 9:00 AM	Group Time
9:00 – 9:45 AM	Large Group Game and Outdoor Free Play
9:45 – 10:15 AM	Snack
10:15 – 11:15 AM	Indoor/Outdoor Activity Time
11:15 – 12:00 PM	Move It!
12:00 – 1:00 PM	Lunch/Outside Play
1:00 – 1:30 PM	Cabin Time (Books, Independent art, Read Aloud, Puzzles)
1:30 – 2:00 PM	Game On! (Counselor Led card, board, strategy games)
2:00 – 3:00 PM	Indoor/Outdoor Activity Time
3:00 – 3:30 PM	Snack
3:30 – 4:30 PM	Large Group Game and Outdoor Free Play
4:30 – 5:30 PM	Discovery Choice Activities

# REGISTRATION

Summer Fun Day Camp is a first-come, first served program, open to all children in grades 1st – 6th (Kinder if they have attended Sun 'N Fun). Due to Center for Disease Control (CDC) recommendations, spaces are limited. Each room will have a maximum of 10 Campers and 1 Camp Staff.

When registering, choose the week for Camp you need. Camp is available as a Full-Time package only at this time (with potential for part time options in the future). During registration, you will be asked many questions, including:

- Your school site choice
- Family members attending camp
- Friends/neighbors attending camp

**Registration closes one-week prior to the start of camp.** During registration, payment is not collected. Youth Services administration will create Camp assignments, considering first family members, second social groups, and finally site preference. Camp assignments will be given and communicated to families the following day (Tuesday) and payment will be required by end of day Wednesday. (Payments can be made online, over the phone during business hours, or payment dropped at the Parks and Recreation office). If payment is not received, spot will be forfeited, and the next person will be allowed to register.

If care is no longer needed, please communicate to Parks and Recreation staff as soon as possible. A credit on account may be applied if enough notice is given (prior to Wednesday of the week before care is needed). Refunds will not be granted.

Families who have CAPSLO/CCRC approval may register by calling the office at (805)781-7300 or contacting Meghan Burger at [mburger@slocity.org](mailto:mburger@slocity.org). Registration will not be complete until you have spoken to someone and received an email copy of your registration receipt.

## STAFF QUALIFICATIONS

Educated and well-trained Camp Staff are committed to promoting lifelong learning, wellness and fun. All Camp Staff have been through an extensive background check, and up to date training on the CDC and COVID-19 childcare guidelines . The following positions will be on Camp sites:

- Camp Counselor/Director: These individuals will be providing direct service to the group of Campers. They will be assigned to a singular program site and Camp Unit.
- Camp Aide: These individuals will be on site to help accompany a Camper to the restroom, help if injured, and support the safety of the Camp community. They will be assigned to a singular program site.
- Safety Monitor: These folks will sign the Campers in and out each day, conducting health assessments as well as ensuring a sanitized Camp environment. They will be assigned to a singular program site.
- Youth Services Administrative Staff: These folks oversee all of Camp and may be seen at any Camp site at any time.

# SUMMER FUN DAY CAMP GUIDELINES

## AUTHORIZED PICKUPS

If a Camper is to be picked up by a person other than the person who registered the Camper, written permission must be provided specifying dates, times and persons or name provided at the time of registration. The Youth Services Division reserves the right to ask for picture identification at any time a Camper is being picked up from Camp.

**Campers will not be released without written permission from a parent or guardian. Camp Staff at the program sites do not take phone authorization;** this is for the safety and welfare of the Campers. Please bring your own pen for sign in and out.

## CAMP SANITIZATION

Camp staff are comprised of Child Care experts and Parks and Recreation professionals from other fields. All staff are trained to provide a safe Camp experience, communicate with Campers in a positive manner, engage Campers in a day of fun activities, and to comply with CDC regulations for Summer Camps.

Camp staff will wear masks throughout the day. Camp staff will wear gloves at appropriate times (taking temperatures, serving snack). Sanitization will occur throughout the day, including but not limited to:

- In between families at sign-in and out
- After each activity period or hourly, whichever comes first
- Before and after all mealtimes
- After each use of the restroom

Campers will be required to wash their hands with soap and water every hour or at the change of an activity, whichever comes first.

Camp activities will include inside and outside options. CDC recommends spending as much time as possible outdoors and with air flow. Windows and doors will remain open while in the Camp rooms. Each Camper will be provided an individual "tool kit" of pencil, crayons, markers, glue, etc.

## COMMUNICATION

To ensure the best experience, Camp Staff ask that families share with them anything that might affect a Camper's behavior while at Camp so that the individual needs of each child and family may be met. All Camper and family information is confidential. Youth Services will comply with all requests by Child Welfare Services, police, or emergency services without parental permission. As families will not have direct contact with the childcare providers,

communication will be done in a couple of ways:

1. Leave a note at drop off. If there is a quick reminder you would like to share with your child's Camp staff, send a note that can be delivered to them.
2. Send an email. Camp Administrative staff will be checking and responding to email daily.
3. Request a phone call. Camp Directors will be able to schedule a time for a personal phone call to discuss incidents, input and anything else that may come up.
4. Make a phone call. If you need a message to be delivered to your Camper, please call the Camp phone and the message will be relayed.

In the case that there is General Camp Updates, emails will be sent to all families.

### **FOOD AND DRINK**

Snacks will be provided two-times a day. These will include pre-packaged food items. A weekly snack menu will be provided each Monday. If you would like your Camper to eat their own snack, please notify Camp staff in the morning. Campers will be required to sit 6-feet apart when eating and may not touch or share another Camper's food.

Lunches are required to be sent from home and preferably in a backpack that can be hung on a rack outside. Do not send food that needs to be refrigerated, microwaved or that Camper cannot open independently. All uneaten food and garbage will be sent home at the end of the day. **Soda, candy and gum are not permitted**

Water will be available throughout the day. A Camp staff will fill all water bottles throughout the day (using tap water). Campers will not be allowed to use water faucets and may only drink from their personal water bottles. These will be sent home daily and are asked to be cleaned each day before returning to Camp

### **GUIDANCE POLICY AND EXPECTATIONS**

Camp Staff aim to provide the best Camp experience for each and every Camper. The Summer Camp philosophy is to encourage, guide and promote a positive and enriching environment for all. Camp Staff believe that with a well-rounded and nurturing environment, Campers are more secure and more apt to follow the examples set for them. Behavior limits and boundaries have been set by Camp Staff to ensure the safety of all Campers. If a Camper exhibits behavior that are out of bounds, natural and logical consequences may be enforced. Campers will also be redirected into a more positive situation or activity. Families are notified of any occurrences. Parent/guardian feedback and support is essential to any behavior issue.

Due to heightened safety measures and the limitations of people in a Camp Unit, Campers are expected to comply with Camp staff at all times. Elopement, physical aggression, or defiance will not be tolerated, and Camper will be sent home immediately without the option to return to Camp for potentially the rest of the summer. If a Camper demonstrates one of these behaviors, family will be called to pick up their child within 30-minutes. If parent/guardian is not reached within 15-minutes, Camp staff will contact the emergency contacts. Camp is a large group care program and in order to ensure the safety of all, all Campers must be willing to stay with the group and comply with staff direction.

**NOTE:** The City of San Luis Obispo Parks and Recreation Department reserves the right to ask any child to leave Camp at any time due to, but not limited to:

- Failure to register for services
- Continued late pick up of Camper
- Behavior problem on the part of the Camper, including unsafe behavior and bullying
- Lack of cooperation regarding policies and procedures, including offensive or attacking behaviors towards staff, from Camper or family members
- At any time if a serious discipline situation occurs or if the child is a danger to him/herself or others.

### **ILLNESS AND INJURY DURING CAMP TIME**

A Camper who has symptoms of a fever, vomiting, pinkeye, excessive coughing, sneezing or runny nose, head lice/nits, diarrhea or any communicable disease may not attend Camp. Campers must be free of any symptoms for at least 24 hours prior to attending Camp. If a child exhibits symptom of illness, they will be moved to an Isolation Room. This is by

no means a punishment, but rather a step-in ensuring wellbeing of all Campers. A staff member will contact parent/guardian and child will need to be picked up within 30-minutes. If a parent/guardian is not reached within 15-minutes, emergency contacts will be called. Parks and Recreation staff are not medical experts and will make choices as deemed in the well-being of the Camp community.

If a child is injured at Camp, families will be notified of minor abrasions and bumps. In the case that a Camper receives an injury to back, neck or impalement (including bee sting), family will be notified immediately.

### ITEMS FROM HOME AND WHAT TO BRING TO CAMP

Campers need to bring a lunch and water bottle every day. It is also recommended that campers bring the following each day: sweatshirt/light jacket, hat, sunscreen and a bag to carry it all. Each Camper will have an assigned hook or cubby to store their belongings.

No other items from home may be brought to Camp. If they are, they will remain in the cubby/hook until the end of the day. Please do not send your Camper with any electronics (including a phone or smart watch). Lost and found items will be bagged up and kept for one week. At the end of the week, all items will be disposed.

### LATE PICK UPS

For a late pickup, the family is charged the following fees, per Camper:

1. \$1 per minute after close of Camp and
2. \$20 administrative fee.

More than two late pickups will result in Camper's suspension from the program. Late fees must be paid in full before Camper may return to Camp. Note: Families using subsidized care must pay all late pickup fees as they will not be reimbursed.

### MANDATED REPORTING

By law, each Camp Staff member working at the City of San Luis Obispo Parks and Recreation Department's Summer Camps is a Mandated Child Abuse Reporter; therefore, any suspected abuse will be reported to the appropriate authorities immediately. Staff will never discuss reports made with other staff, children or families.

### MEDICATION AND SUNSCREEN

If a child needs to take prescription medication while at Camp, please adhere to the following procedures:

1. Complete a Medication Distribution Form (provided at child care site). This form must be kept on file.
2. For Prescription Medication: Medication must be in its original bottle. Label on container must include: child's name, dosage, administration instructions, doctor's name, and current issuance date.
3. For Over the Counter Medication: Must be in original bottle with label clearly stating dosage; if dosage is confusing, staff will request a Doctor's note.
4. Families must schedule a time to meet with program staff and train on specific administration needs, including inhalers and Epi-Pens before child attends with medication.

Please note: It is the family's or child's responsibility to inform program staff of the time medication is to be issued. Camp Staff will not administer medication to a Camper, including application of sunscreen.

### SIGNING CAMPERS IN AND OUT

Parents/guardians must physically sign their Camper(s) in and out of Camp each day. Campers are only released to those persons listed as Parent/Guardian on the registration form **unless written authorization is received from the parent/guardian**. Please see Authorized Pickup Policy (below).

Please be prepared to wait during the sign in process for up to 15 minutes. Only one family will be allowed to sign-in at a time, others will need to wait on marked spots allowing for a 6-foot distance. Each family will need to answer questions regarding their child's wellness, including exposure and any signs of illness. Staff will take a touchless Infra-Red temporal temperature check for every child. If your child's temperature reads above 100°F, a grace period of 10 minutes will be given. After 10 minutes, temperature will be taken again and if within normal range, child can join Camp. If not, child will not be permitted onto Camp. Families will not be allowed on Camp past the check-in station.

At pick up, families will return to same table to sign their Camper out. Camp staff will escort the Camper to the pickup station. Anyone picking up a Camper is expected to show a picture ID and must be listed on the Camp pick up list. Please bring your ID every time you pick up your Camper – Campers will not be released without proper authorization and photo ID.

### STAFF-TO-CHILD RATIO AND CAMP UNITS

In accordance with CDC regulations, Campers will be in groups of no more than 10 children. These children will be grouped by family and potential social groups, rather than typical age grouping. Children from the same family will be expected to be in the same group, no exceptions will be made. Additionally, two Camp staff members will be assigned to the same group of children (one in the morning, and one in the afternoon). Additional staff on campus will include Youth Services Administrative staff (on an interim basis), Parks and Recreation Safety Monitors, and a Child Care Aide (to help with one-on-one needs and safety compliance). For the safety of all campers, Camp Units will be expected to remain together for the entire program day and will not be engaged with other Camp Units.

### HOW CAN YOU HELP?

1. Be patient with Camp staff at check in and out. Remember, Child Care professionals are in the field because they love children. In this case, because of their love for children and desire to keep the Camp community safe, staff will be conducting new-to-us practices.
2. If you have a suggestion, please share it. If you see something that can be improved upon, any concern, or something you loved, please contact Meghan Burger at [mburger@slocity.org](mailto:mburger@slocity.org). Remember, we may all be on separate boats, but we are in this together!
3. Have extra supplies? As we will be providing personal kits for each Camper, we would appreciate any donations of extra materials you may have at home (including unopened water bottles, arts/crafts materials, recycled goods for art projects, unopened snacks). All items will be sanitized before use.

### FAMILY CODE OF ETHICS

Families are asked to agree to the following statements at the time of registration. This will serve as your copy:

1. I will encourage a positive attitude by demonstrating positive communication techniques with my Camper, other families and Camp Staff.
2. I will place the emotional and physical well-being of my Camper ahead of my personal needs.
3. I will insist that my Camper play and interact with other Campers in a safe and healthy way.
4. I will support the Camp Staff working with my Camper in order to encourage a positive and enjoyable experience for all.
5. I will insist that my Camper treat other Campers and Camp Staff with complete respect.
6. I will educate myself on all Summer Camp information, policies and procedures so that I will be organized and feel prepared for my Camper's experience at Summer Camp.
7. I will accept the fact that there are many ways to solve a problem and I will come up with as many options as I can that combine the Summer Camp philosophies and my own interests.
8. I will do my very best to make my Camper's participation in Summer Camp fun and enjoyable.
3. *I hereby pledge to provide positive support and encouragement for my Camper, other Campers and Camp Staff by following this Summer Camp Family Code of Ethics.*

## SUMMER FUN DAY CAMPS 2020 AGREEMENT

Parks and Recreation Camp Staff believe that childcare services are a team effort, between the families and staff. This necessitates that registered families understand and support the following expectations and policies:

1. I understand that I have until the Monday prior to the week I wish my Camper to attend to register for Camp, given available space.
2. I understand that my child will be assigned to the same Camp Unit as their sibling.
3. I understand that my child may be assigned to the same Camp Unit as other friends/neighbors.
4. I understand that my location choice is not guaranteed.
5. I understand that camp assignments will be given and communicated on Tuesday prior to the week of camp I registered for.
6. I understand that I must pay for my child's care by end of day Wednesday prior to the start of Camp or spot will be forfeited.
7. I understand for every late pickup/early drop-off, according to the on-site clock, I will be charged the following:
  - a. \$1.00 per minute b. \$20.00 administrative fee
  - b. NOTE: More than two late pickups/early drop-offs will be reviewed and may result in Camper's suspension from program. Families using CAPSLO-CCRC must pay all fees; CAPSLO-CCRC will not reimburse these fees. (See Camp Guidebook for specific fee details.)
8. I will share with the Camp Director any changes in my Camper's environment that may affect his/her behavior at Camp.
9. I understand that my Camper may be asked to leave Camp if any of the following incidents occur:
  - a. Failure to pre-pay for services;
  - b. Continued late pickup/early drop-off of Camper;
  - c. Behavior problems on the part of the Camper, including unsafe and bullying behaviors; physical aggression, elopement or defiance.
  - d. Lack of cooperation regarding policies and procedures, including attaching behavior towards staff from Camper or family.
  - e. At any time if a behavior poses serious concern.
10. I understand that my Camper will **NOT** be released from the program to any person or activity without written permission from a parent or guardian. I will write a note to the Camp Director specifying dates, times and persons.
11. I understand that Parks and Recreation will not tolerate any disrespect for Summer Camp staff including, but not limited to, harassment, threats or ridicule. Such behavior could result in the dismissal of my Camper(s) from the program.
12. I understand that Camp staff have the right to see photo identification from anyone attempting to take a Camper from Camp.
13. I understand that it is important for me to physically sign my Camper in and out of Camp each day. Camp staff will conduct a health screen every day at drop off.
14. I understand that it is my responsibility to provide my Camper with a healthy and filling lunch EVERY DAY at Camp. No candy, gum or soda is permitted at Camp. It is encouraged that extra snacks and water be sent daily with Campers.
15. I understand that sessions may not be transferred. All sales are final, no refunds will be granted. Credits may be issued upon approval.
16. I have read and understand all the items in the Summer Fun Day Camp Guide Book 2020.