



## Parent/Guardian Packet & Camper Registration/Information Forms

Welcome to the Cameron Park CSD Summer Camp Program!

Thank you for enrolling your child in the Cameron Park CSD Summer Day Camp program. Please familiarize yourself with this packet and return completed registration forms via email to [adomingo@cameronpark.org](mailto:adomingo@cameronpark.org) or to the CSD front office, located at 2502 Country Club Drive, Cameron Park, CA 95682. **Every child MUST have these forms on file to be left under the supervision of the camp staff.** Children will not be admitted into camp without completed forms.

### Camp Phone Numbers and Contact Information:

**Adam Domingo - Recreation Coordinator**  
Work/Desk: 530-350-4670  
Email: [adomingo@cameronpark.org](mailto:adomingo@cameronpark.org)

**Cameron Park CSD Office:**  
530-677-2231

### **Camp Policies & Procedures:**

Every participant must have a completed Emergency Form which is necessary to provide current medical needs and information. Parents will be responsible for completing the form prior to their child's first session. It is the parent's responsibility to update 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.

### **Camp Schedules:**

A weekly schedule will be displayed at camp each Monday. The daily schedule will include special guest information, swim schedule, arts and crafts, STEM activities, sports, and games that your camper will participate in. Due to extreme temperatures in the summer, we try our best to have outdoor activities take place in the morning except for swimming, which will take place Monday through Thursday from 1:00 to 3:00. A general layout of what our daily schedule will look is on the next page. Keep in mind that on **Tuesday/Thursdays/Fridays we will be at Christa McAuliffe Park and Wednesday's we will have special guest appearances in the morning.**

Time	Cohort 1 (Ages 5-8)	Cohort 2 (Ages 9-12)
8:00am-8:45am	Campers Arrive Parents Sign In at <b>CSD</b> <b>In front of Classrooms</b>	Campers Arrive Parents Sign In at <b>CSD</b> <b>In front of Classrooms</b>
8:45am-9:00am	Roll Call & Clean Up	Roll Call & Clean Up
9:00am-9:50am	First Rotation @ School Field	First Rotation @ School Field
9:55am-10:15am	<b>Snack on Field</b>	<b>Snack on Field</b>



10:20am-11:10am	Classroom Time- Art Project (A)	Gym
11:15am-11:50am	Gym	Classroom Time- Art Project (B)
11:55am-12:30pm	<b>Lunch</b>	<b>Lunch</b>
12:35pm-12:50pm	Sunscreen/Swimsuit Change	Sunscreen/Swimsuit Change
1:00pm-3:00pm	Swimming at CSD Pool	Swimming at CSD Pool
3:00pm-3:45pm	Come Inside & Get Settled + Snack	Come Inside & Get Settled + Snack
3:45pm-4:30pm	Free Time	Free Time
4:30pm-5:30pm	Table Activities Pick up at <b>CSD Classroom A</b>	Table Activities Pick up at <b>CSD Classroom B</b>

**Daily Check In and Out Procedures:**

All campers must be checked 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. All notes that are brought in by a participant must be verified by the Recreation Coordinator, Adam Domingo. The combination of verbal and written communication is ideal to ensure the safety of your child.

**Drop off time begins at 8am. If arriving later, parents must notify the Site Director. Pick up time from the program is at 5:30pm. If a participant is picked up after this time, you will be charged a late fee of \$1 per minute.**

**\*Detailed drop off and pick up instructions will be emailed to registered participants just before the registered weeks of camp. Please be sure to have a valid email address in our registration system.**

**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 one hour (you or an emergency contact listed on your Emergency Form List). 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 filled out the medical portion of the registration 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.



## Spare the Air Days:

In the event of a "Spare the Air Day", we will halt all outdoor activities and go inside if the AQI hits 150 or above.

## Discipline Policy:

Inappropriate behavior will be addressed promptly. The situation will be discussed by the staff and the participant(s) involved. The parent(s)/guardian(s) of the child(s) will be made aware of the situation at the end of the day of camp, or, if necessary, will be called during camp.

The following disciplinary format is used:

- 1st Offense - Warning.
- 2nd Offense - Removal from activity and loss of portion of swim time for that day.
- 3rd Offense - Removal from activity. Child will speak with the Recreation Coordinator and parent/guardian may be contacted.

Possible consequences include a "cool off" period where the child will sit out from an activity. Parents/guardians will always be notified the day of a behavioral or an incident/accident if their child was involved. Further offenses may result in the child being sent home or suspended from one or more full days of camp. If the behavior is such that the child is a danger to themselves or others, or is interfering with the program, you may be asked to pick up your child immediately. **No refund will be issued for children missing camp due to negative behavior exhibited by them.**

Physical aggression or violence is addressed as follows:

- 1st Offense - Removal from activity, speak with the Recreation Coordinator, parent will be called. If the child is uncooperative, violent, or disrespectful, the child will be sent home.
- 2nd Offense - Suspended from the pool swim time; may also be suspended from an additional full day of camp.
- 3rd Offense - Permanent removal from the program.

The actions taken by staff will be governed by the age of the child and the behavior. If the staff feels the child is a danger to him/herself or others, they will be immediately suspended from the program. Our program is recreational in nature; staff is not trained in psychological or behavioral disorders. Staff will attempt to work with the child and the parent/guardian within reason, however, the safety of all the children and our staff is paramount. No child will be allowed to participate if they threaten the safety of others.

## Inclusion Policy and ADA:

### Inclusion Policy:

Cameron Park Community Service District 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 Recreation Coordinator, Adam Domingo, at (530) 677-2231.



## Americans 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.

### **Camp 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 are allowed to be worn to camp. Sorry, NO flip flops or sandals are permitted except to wear during pool hours**

### **Camp Fees:**

All our programs are supported by participant fees. Camp fees are all inclusive: it covers the Special Guest/Activity costs, Aquatics Center fees, and of course staffing, general camp supplies, etc... 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 to guarantee space in our programs. Registration is open if space is available. There are **no refunds** after the program begins unless camp closes due to unforeseen circumstances. Full refunds will be given if a program is canceled by Cameron Park CSD. **Participants canceling from a camp program must inform us by Friday, 4:00 p.m., two weeks prior to the program to receive a full refund minus a \$5.00 processing fee.**

### **Notes to the Parents:**

1. Please provide two nutritious snacks, lunch, and a **water bottle** for your child.
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 as staff members will not be applying sunscreen to campers.** They will remind campers to reapply and will monitor camper’s application - encouraging them to make sure they are adequately covered. We ask parents to practice this skill at home before camp starts so your camper will be successful in this task.
4. ALL personal items should be left at HOME. **Handheld video games, trading cards and toy weapons, toys/stuffed animals are not permitted.**
5. Space for camper’s belongings is VERY limited. Please only send your camper with a SMALL backpack filled with a lunch, water bottle, towel, and swim clothes.
6. Remember to pack a towel, sunscreen that your camper knows how to apply, and a change of clothes for the pool.
7. Items left “unclaimed” will be donated to charity one week after the program is concluded.
8. Daily crafts should be taken home at the end of each day. Any crafts left over at the end of the week will be thrown out.
9. Anyone who is not feeling well is expected to stay home.



**Communication on Site:** The Camp Site Director will be always equipped with the camp phone. The number to that phone will be posted on the white board at check-in. Please only utilize this number if you absolutely have too.

### Frequently Asked Questions:

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

**A. Totally supervised and fun!** Each day is filled with age-appropriate, fun activities that include games, arts and crafts, sports, and free play.

**Q. Who are the Recreation Leaders?**

**A. Mature, caring teenagers, a mix of high school, college, and graduate students.** All applicants have been fingerprinted and carefully screened. All staff are CPR/AED certified. A Site Leader is assigned to oversee the day-to-day logistics of camp and are on site for the entire camp day, and a full time Recreation Coordinator supervises the entire program.

**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 Camp CP?**

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

**Q. My child takes medication. How is this handled at Camp CP?**

**A. Under strict care.** It is our 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 Leader's possession.

**Q. Can I drop my child off later than 8am or pick my child up earlier than 5:30pm?**

**A. Yes.** We leave an hour gap at both drop off and pick up time where we stay in the classrooms. If you are arriving later, please call the site phone so a staff member can meet you outside to get your camper checked in. If this will be a regular occurrence, please communicate your drop-off / pick up times in writing so that Lead Staff can schedule someone to meet you regularly at that time.

### To Summer Camp CP Parents:

We are pleased to include the Cameron Park Aquatics Center as part of your child's camp experience. To help ensure a fun, safe experience for everyone, we want to provide you with the following information:

The Aquatics Center is a large facility with one large pool split into two areas by ropes.

- Deep End of the Pool – The pool ranges from 4 ½ feet – 7 1/2 feet in depth. The deep end is designed for more experienced swimmers. (Life jackets are not permitted in this end of the pool)
- Shallow End of the Pool - This pool is 2½ feet to 4 ½ feet in depth. It is designed for swim instruction and less experienced swimmers.
- A high-water slide is located at the shallow side of this pool. Only children over 44" in height may ride the slide.
- There are restrooms and shower facilities.



**All Camp CP participants will be put through a swim test at the beginning of the session.** They must pass the swim test to go in the deep end of the pool. If your child cannot swim, you must send them with an US Coast Guard approved life jacket to swim in the pool.

This year, if you would like to register your child for swim lessons, you may register your child for the 11:05am time slot and we will be happy to coordinate with our lifeguards and camp leaders to get your child to their swim lesson. If you have registered your child for swim lessons, please notify the Recreation Coordinator or Site Director.

Please be aware that when we attend the facility, it is open to the 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 the 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.

To further ensure that your child has a good experience at the pool please apply sunscreen to your child PRIOR to their arrival to camp. You may send additional sunscreen with them. We recommend that they bring sandals to wear on the pool deck. Pool rules are explained to the children prior to reaching the pool deck. Children that do not comply with these rules may be required to stay with staff on the pool deck.

If you have concerns about your child's swimming ability, or any other concerns regarding the Aquatics facility, please notify the Camp Supervisor. You can also contact the Recreation Coordinator, Adam Domingo, at (530)-350-4670 or by email at [adomingo@cameronpark.org](mailto:adomingo@cameronpark.org).

Sincerely,

*Adam Domingo*

Adam Domingo  
Recreation Coordinator  
Cameron Park Community Services District  
(530)350-4670