



## Sparks- Kaseberg

Welcome to the Sparks! This handbook is designed to provide a general understanding of our day camp program and general expectations.

### **On Site Sparks Staff: (916) 223-8900**

Sparks Program Coordinator: Alexis Dozier (279) 245-5879, [ACDozier@Roseville.ca.us](mailto:ACDozier@Roseville.ca.us)

Sparks Program Supervisor: Kelsey Myers (916) 774-5995, [KRMyers@Roseville.ca.us](mailto:KRMyers@Roseville.ca.us)

### **General Camp Information**

Each session is filled with a large variety of activities including crafts, outdoor education, sports, cooperative games, and special activity days. Weekly calendars are provided for campers, which act as reminders for swim days, field trips, and any additional information.

### **Sparks Hours**

Camp is scheduled Monday through Friday, from 1:00–5:00pm.

*For field trip and event days, the program times may be adjusted. See site specific calendars for detailed information.*

### **Camp Staff**

We have carefully selected the best of the best to be part of our day camps each summer. When selecting our staff, we give high priority to applicants with the best ability to contribute to each child's positive camp experience. Our staff consists of college students and exceptionally skilled high school students.

All camp staff attends intensive trainings and orientations beginning in early summer to prepare them for camp. Trainings include how to effectively teach activities, how to facilitate group leadership, safety trainings, positive discipline techniques, and other important skills relating to working with children. Each staff member has current certification in Cardiopulmonary Resuscitation (CPR) and Standard First Aid.

In addition, per City requirements, all our staff members have been drug tested and fingerprinted. If at any time you have a concern about a leader and/or how camp is going, please contact the supervisor.

### **Camp Ratios**

Our leader to camper ratio is 12:1. Our leader/camper ratios ensure that activities can be modified for age-appropriate skill levels, and also enhances team building and cooperation skills.

### **Participant Dress Code**

The dress code aims to optimize a productive environment, protecting participants' health and safety, while allowing for self-expression and ensure equitable expectations.

Roseville Day Camps are filled with active games and creative art projects. Campers should wear clothing that's comfortable for movement and suitable for arts and crafts. For safety, closed-toe shoes are

required during active play—shoes with wheels, such as Heelys, are not permitted. Campers without proper footwear will not be able to participate in active games. Open-toe shoes, including sandals and flip-flops, may be worn during water activities and pool time only.

Program participants are not permitted to wear any of the following while attending or participating in a PRL program:

- Images or language that depict weapons or violence
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, any illegal item or activity, or gang activity
- Hate speech, profanity, or images or language that are overly sexual in nature
- Images or language that creates a hostile or intimidating environment
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or for physical illness purposes)
- Blankets in replacement of jackets or sweatshirts

Participants wearing any of the restricted clothing or accessories will be asked to change or remove the item. If the participant is unable to change or remove the item, they will be asked to leave the program for that day. Participants will not receive a refund for the missed experience.

### **Lost & Found**

In order to prevent your child's belongings from getting buried in the depths of the lost and "sometimes"-found, please make sure you label all loose items that are brought to camp, i.e.: water bottles, towels, helmets, backpacks, sunscreen, etc.

Lost and found items will be kept for the week. At the conclusion of camp each week, the leaders will attempt to return items to their rightful owners, however all remaining items will be sent to Goodwill.

We **do not** allow expensive items such as cell phones, smart watches, headphones, hand-held video games, etc. at camp. City of Roseville is not responsible or liable for the loss of personal items.

### **Camper Conduct**

Our day camp program is designed to be an active and creative camp and participation is mandatory. Camp is more fun when campers fully participate in all the daily activities. We have planned for campers to participate in the majority of activities, and we do not have staff to watch those who choose not to participate in the group activities. If a camper consistently chooses not to participate, staff will discuss with parent/guardian whether future participation in camp is mutually beneficial.

All campers are expected to follow the rules of the camp. Camp staff reviews all rules thoroughly on the first day and answers any questions campers may have.

Positive reinforcement and redirection will be used whenever possible, although "time-outs" may be used occasionally if reinforcement and redirection fail to produce desired behavior.

## **Behavior Management Procedures**

Camp staff use a direct, positive approach regarding discipline. The purpose is to help the camper develop self-control and learn to assume responsibility for their actions. We use positive statements and reinforcements to redirect negative behavior.

Behavioral challenges are shared with parent/guardians, if improvements are not made. We encourage parents/guardians to be proactive when signing out campers each day and to make time to communicate with staff on daily positives or negatives that occurred with their camper.

### **“Three Strikes” Policy**

The strikes and consequences are detailed below. Each day is a reset, however, campers continually escalating in behavior, or compromising the experience for others, may be removed from the program, especially if poor behavior is on-going with no improvement or become dangerous to other campers or staff. We encourage parents to review with their camper.

#### **Strike 1**

- 1 minute of removal from activity multiplied by the age of the camper.
- Restriction from the activity that they were participating in when the offense occurred.
- Parent/guardian notified at the end of the day.

#### **Strike 2**

- 2 minutes of removal from activity multiplied by the age of the camper.
- Restriction from the activity that they were participating in when the offense occurred.
- Staff calls and notifies parent/guardian.

#### **Strike 3**

- Parent/guardian may be called for immediate pick up from camp or trip site.
- Camper will be asked to leave camp for the remainder of the week, no refund given for removal days.
- Future participation will need to be discussed before camper can return for future weeks.

**Consecutive strikes for continuous weeks** – Campers, who receive strikes each session, may be dismissed from camp for the remainder of the season. The safety of campers and staff cannot be jeopardized by one camper’s ability to not follow camp rules on a consistent basis.

Day camp staff reserves the right to dismiss a participant:

- if their behavior is detrimental to other campers. We will evaluate each situation on its own merit and keep open communication with parent/guardian.
- If a parent/guardian engages in conduct that negatively impacts campers or staff.

Behavior Incident Reports will be used to document inappropriate behavior. Staff will discuss these reports with the camper and their parent/guardian.

## **Illness**

If your child becomes ill or an injury occurs, parent/guardian or authorized individual for immediate pick-up. If sickness or an injury occurs during a field trip, staff will communicate with parent/guardian to determine the best method of accommodating the camper’s needs.

### Sign In/Out

- All campers must be signed in and out of camp each day by a parent/guardian or authorized designee, unless a separate form has been completed indicating that the participant may sign themselves in or out at the end of the camp day. No camper may sign themselves out prior to the completion of a camp day-absolutely NO EXCEPTIONS.
- Campers will only be released to those individuals who have been authorized, in writing, by the child's parent/guardian. Individuals must be indicated on the Emergency Form authorized to pick up campers. For your child's protection, we will be unable to release a camper to an unauthorized individual.
- The only exception to the above-mentioned procedure is when a camper has been authorized in writing (by a parent/guardian) to sign himself/herself in and out of camp each day.
  - Please ask for a sign-in/out form the first day of camp.
- At sign-out, parents/guardians/authorized individuals will be required to show identification to staff. This measure is in place for the safety of the participant. *Failure to comply with this request, or undue negative interactions with staff request may result in your participant being removed from camp.*

### Field Trips and Special Events

Each week campers embark on a field trip or special event. Please note that campers may only be signed in and out AT SITE. No camper may arrive or depart from the field trip location. If a camper misses the prescheduled drop off time, specified on the site calendar, they may not arrive at the field trip site. There will also be no refunds given for missed field trips.

### Medication/Sunscreen

- If your camper needs to take medication while at camp, you may contact the camp Coordinator or Supervisor, or print the form online at [www.roseville.ca.us/camps](http://www.roseville.ca.us/camps) . Note: Form requires a doctor's signature and information for prescribed medication. The form must be completed before any medication can be dispensed. Note: Only the City of Roseville signed medication form will be accepted to dispense medication, no exceptions.
- Over the counter medication also requires completion of the medication form, however, as doctor's signature is not required. Over the counter medication must remain in the original manufacture's packaging with recommended dosage clearly legible on the original packaging.
- If you would like your child to use sunscreen, the camper will need to bring their own-labeled sunscreen and your written permission to have it applied to your camper. We will see that sunscreen is applied as needed. Please mark your container with your camper's name.

### Lunches and Snacks

Each camper is required to bring lunch and snack daily. On occasion lunch may need to be purchased during field trips; this will be noted on the weekly calendar. Campers are required to bring a water bottle to camp daily.

### Common Questions and Answers

*What happens if it rains...or if it's hot?*

We hold camps, rain or shine, hot or cold! Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold temperatures.

*Can I stay in camp after check-in to help my camper acclimate to the program?*

Parents/guardians may stay no more than fifteen (15) minutes after they have signed their participant(s) into camp.

*What if I'm late picking my child up?*

The definition of a "late pick-up" is any child/children who have not been picked up from Camp Roseville by the scheduled pick-up time on your camp calendar. Please be considerate of our staff by picking up your child promptly when camp ends each day.

- If an emergency arises that will cause you to be late in picking up your camper, please contact camp staff at least a half an hour prior to the end of the camp day.
- Camp Roseville is located at the Mahany Fitness Center (916) 772-PLAY, option 3.
- Camper will be charged a late fee upon pick-up.

*Continued disregard of published pick-up times may lead to your camper's dismissal from camp.*

### **What forms are required to start camp?**

Completions of the following forms are required for each camper to participate. All forms must be completed and returned to staff before a camper attend.

- **Emergency and Camper Information** form is required for *each individual* camp participant. Siblings may not be included on the same form, must be individualized.
- **Program Handbook Acknowledgement.** Form is required, siblings may be included on the same form.
- **Permission to Administer Medication**, if applicable.
- **Sign-in/out Permission Form**, if applicable.