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## Introduction

Welcome to The Salvation Army Ray and Joan Kroc Corps Community Center Day Camp. Our camp counselors are looking forward to spending fun-filled days with your camper during day camp. Our goal is to create a positive and safe environment that will enable your camper to make new friends, meet up with old camp mates, and build skills in new and exciting activities. We are dedicated to holding campers to their best, and to challenging them in ways that increase confidence and self esteem. Please read over this entire guide, as it lays out the policies and procedures in place that help foster this environment and create a positive experience for everyone. This guide is meant as a resource for parents to utilize throughout the camp session. However, please do not hesitate to contact the Day Camp leadership team if you have questions or concerns.



## The Salvation Army Day Camp- An ACA Accredited Camp

We are extremely proud that the Kroc Center Day Camp became an ACA Accredited Camp in 2007. This means that your child is spending their summer in a safe and fun environment, supervised by well-qualified counselors. We have undergone a thorough review of operations, staffing, programming and safety. The ACA is the recognized leader in organized camps. For more information about the ACA and what accreditation means to parents and the community, visit [www.acacamps.org](http://www.acacamps.org).

## The Salvation Army Kroc Center Mission Statement

Motivated by God's love, RJKCCC's mission is to meet the needs of our community through: Boundless Opportunity, Experiential Knowledge, Holistic Growth, Progressive Challenge, Relevant Skill and Meaningful Success.

The Day Camp program provides children of all ability levels the opportunity to play and grow in a positive and safe environment. We strive to develop the whole child, mentally, physically and emotionally through structured group activities that aid in socialization and self-confidence.

## Statements of Belief

The Kroc Center Day Camp is proud of our inclusive environment, one in which camp can truly be for everyone. In an effort to fully embrace inclusion and acceptance of all, we believe that:

1. Every child can make friends.
2. Every child can participate.
3. Every child can be successful.

## **Camp Goals**

- 1) To facilitate personal growth & safety.**
  - a) Be able to identify personal strengths through discovery and participation in activities; campers will share their learning during group time at the end of the day.
  - b) Campers will assist with the set-up of activities and the delivery of activity rules after gaining an initial introduction to the activity.
  - c) Campers will gain an understanding of safe practices for all activities, demonstrated by following all camp rules and instructions given by counselors. Campers with difficulty following rules will receive additional behavioral assistance; improvement noted by a marked decrease in disciplinary action and Report to Parent forms.
  
- 2) To develop social & cultural awareness & respect.**
  - a) Campers will gain an understanding of the camp rules. Campers are responsible for collaboratively creating ownership over expectations through the creation of the weekly Peace Contract. Each group will post the Peace Contract in a visible location near the Camp Office.
  - b) Campers will demonstrate an appreciation for the qualities and uniqueness of those around them through daily Peacebuilder activities such as "Praise notes."
  - c) Campers will gain an appreciation for diversity in gender, race, culture and personality through daily Peacebuilder activities and demonstrate acceptance through respectful interactions with all children, noted by positive interactions, praise notes, and responsibilities given.
  - d) Campers will clean up after themselves, ensuring that each area is better than they found it.
  - e) Campers will share in the responsibilities of caring for the RJKCCC by treating all gear and equipment with respect and picking up trash.
  
- 3) To develop skills in activity-specific areas.**
  - a) Campers will be able to demonstrate skill comprehension through mentoring other campers.
  - b) Campers enrolled in specialty camps will be able to demonstrate an understanding of skills through curriculum that builds upon previously-learned skills, culminating in a performance or presentation at the end of the week.
  
- 4) To have fun!**

## Contact Information

### **The Salvation Army Ray & Joan Kroc Corps Community Center Day Camp Office**

6753 University Ave.

San Diego, CA 92115

Phone: 619-269-1470 (Summer Only)

619-269-1460

Fax: 619-269-0272

[www.kroccenter.org](http://www.kroccenter.org)

Email (general camp inquiries): [Camp.Staff@usw.salvationarmy.org](mailto:Camp.Staff@usw.salvationarmy.org)

### **Day Camp Manager-** Andrea Sanford

Phone: 619-269-1467

Camp Cell: 619-804-3287; Text Messaging welcome!

Email: [Andrea.Sanford@usw.salvationarmy.org](mailto:Andrea.Sanford@usw.salvationarmy.org)

### **Program Director-** Sean Cummings

Phone: 619-269-1404

Email: [Sean.Cummings@usw.salvationarmy.org](mailto:Sean.Cummings@usw.salvationarmy.org)

### **Scholarship Department**

Phone: 619-269-1430

Email: [krocscholarships@usw.salvationarmy.org](mailto:krocscholarships@usw.salvationarmy.org)

## **2010 Parent Information Night**

Join us for an interactive session that will prepare you and your children for the upcoming camp season. Parents will meet the Day Camp Manager and camp leadership team and take a tour of the Kroc Center, becoming familiar with the exciting venues the campers will experience this summer. Come prepared with questions and rest-assured that your child is embarking on a camp experience that is both fun and safe. Future campers welcome: experienced camp staff will be present to lead games and activities.

Dates (choose one):	Sunday, June 6; 4:00 – 6:00 pm Tuesday, June 8; 6:00 – 8:00 pm
Location:	Kroc Center Multipurpose Room
RSVP:	By Wednesday, June 2, 2010
Contact:	Andrea Sanford, Day Camp Manager 619.269.1467/ <a href="mailto:andrea.sanford@usw.salvationarmy.org">andrea.sanford@usw.salvationarmy.org</a>

## Camp Hours

### Regular Camp

Monday- Friday

8:00a.m. – 4:00p.m.

Camp sessions last one week (Monday-Friday). Single day camp rates are available during Winter camps.

### Extended Care

During summer sessions, there is a \$20 charge per camper per week, which includes both morning and afternoon Extended Care. You may drop campers off as early as 6:30a.m. & pick up as late as 6:00p.m. Extended Care is FREE during Fall, Winter & Spring Camps. Parents do not need to enroll in Extended Care during these times.

### Late Pick-Up

A late fee of \$1 per minute per child is applied if you pick-up your camper after 6:00p.m. (4:00p.m. if your camper is not enrolled in Extended Care during Summer sessions). Please allow yourself plenty of time in anticipation of traffic or volume of parents at the Day Camp pick-up. (The time recorded for pick-up is when you initially arrive at the sign-out table, not when you actually leave with the camper).

Summer Sessions: If your child is not enrolled in Extended Care and you know you will be late, please call and authorize Day Camp staff to place him or her in Extended Care. You will be asked to pay for Extended Care upon arrival. Any camper not enrolled in Extended Care, and not picked up by 4:00p.m. will be taken to the camp office & parents will be called. The parent may choose to enroll the camper in Extended Care for the remainder of the week, and will be asked to pay the balance upon arrival.

Every attempt will be made to contact parents. If we have not heard from the parent by 7:00p.m., (5:00p.m. if your camper is not enrolled in Extended Care), Child Protective Services will be notified.

### Drop-off & Pick-up Procedures

Changes to Drop-off & Pick-up procedures: Parents, please be advised that specific drop-off and pick-up procedures are subject to change. Day Camp staff will provide signage and staff information if we must change the location or set-up of sign-in or sign-out due to inclement weather or extenuating circumstances which are beyond the scope of our direct control. Please feel free to contact the Day Camp Manager, Gymnasium front desk or Camp Office if you have any questions about dropping off or picking up your child.

Safety: The Salvation Army Kroc Center is a public facility. The Gymnasium and surrounding parking lot are typically busy during Day Camp drop-off and pick-up times. Please keep in mind the safety of your family and all of our users by adhering to the following guidelines:

1. Leave your home/ work with enough time to anticipate a crowded parking lot; rushing and distractions minimize the safety of all patrons.
2. Follow posted speed limits (5MPH).

3. Park in designated parking spaces only; the driveway in front of the recreation field is a fire lane **only**, not a loading zone.
4. Skateboards and bicycles are not to be ridden in the parking lot of adjacent sidewalks.

Thanksgiving & Winter Camps: Drop-off is at the Gymnasium from 6:30 – 8:30a.m. Pick-up is at the Gymnasium from 3:30 – 6:00pm.

Spring & Summer Camps: Drop-off is at the Recreation Field entrance during normal camp hours; 7:45 – 8:30a.m. Children can be picked up at the Recreation Field from 3:30 – 6:00p.m. Extended Care drop-off occurs at the Gymnasium from 6:30 – 7:45a.m.

Adults must present current picture I.D. when signing campers out. Only those listed on the Camp Waiver Form will be allowed to sign campers out. Valid forms of I.D. include valid state-issued identification card or driver's license, military identification card, or passport. Only the parent who enrolled a camper in Day Camp is approved to make changes to the list of individuals authorized or NOT authorized to sign-out a camper. I.D. is required.

Parents may authorize children age 11 or older to sign himself/herself in & out of camp. This can be indicated on the Camp Waiver form or the Change of Authorization form, available at the Day Camp Office. The camper will only be permitted to sign-out at the official end of the camp day unless the parent has explicitly noted otherwise. Please understand that when a camper is given authority to sign him/herself out, they are no longer in the care of Kroc Center staff.

### **Late Drop-off/ Early Pick-up**

Parents arriving after 8:30a.m. for drop-off will report to the Gymnasium Front Desk (Day Camp Office during summer sessions) to sign-in their child. Parents arriving prior to 3:30p.m. to pick-up a camper will also report to the Gymnasium Front Desk (Day Camp Office during summer sessions). Please remember to arrive with plenty of time in consideration that your camper's group may be at the opposite end of the facility and it may take a few moments to drop-off or pick-up your camper.

## **Registration & Enrollment Information**

Enrollment forms must be complete in order to be accepted by Kroc Center staff. For Kroc Adventures, please indicate which age group you wish to enroll your child in, (example: a 7- year old can be in KA 6-7 or KA 7-8). Fill in every space on both sides of the form, marking "N/A" in those spaces that do not apply to your child. Please note that incomplete forms may not be processed.

### **Age Policy**

Children must be the age indicated in the camp descriptions in the Summer Day Camp Guide by December 1, 2010 in order to enroll in that camp. No Exceptions. Campers with special needs will be enrolled in age-appropriate camps. See page 17 for more information on inclusion.

### **Deposits**

A \$25 non-refundable deposit is required to reserve a space in each camp for each child. A \$10 deposit is required for each field trip registration. Deposits are not transferable between sessions.

## **Fees**

Payment in full is due **1 week** prior to the start of camp or field trip, or you will forfeit your registration and deposit. Parents may reinstate enrollment (pending space availability) with a \$10 late fee.

## **Late Registration**

A \$10 late fee is applied to all registrations and balances paid less than 1 week prior to the session start.

## **Multiple Week Discount**

Purchase 6 weeks or more of Day Camp per child at one time and receive a \$10 discount off each camp session. Payment must be made in-full at time of enrollment for discount to apply.

## **Membership Discount**

To receive Summer Camp membership rates, membership must be current for the **camper** at the time the session takes place and at the time of registration. Membership information is available at the Gymnasium Guest Services Desk or online at [www.kroccenter.org](http://www.kroccenter.org).

## **Thursday Field Trips**

See the Summer Camp Guide for our list of Field Trips available this summer. You may enroll your child in the weekly field trip for a small additional fee that will super-charge the camp experience and provide opportunities to explore San Diego with new camp friends. Please take note of age ranges for specific field trips.

*\* Please Note: The Week 2 field trip will occur on WEDNESDAY, June 30<sup>th</sup> instead of Thursday.*

## **Cancellations**

Refunds of any kind will not be issued unless a Day Camp session is cancelled by the Kroc Center.

*Cancellations more than 1 week prior to start of a camp session:* Full credit on your Kroc Center account towards Kroc Center Programs minus a \$25 non-refundable deposit fee will be issued.

*Cancellations less than 1 week prior to start of a camp session:* Full credit on your Kroc Center account towards Kroc Center Programs minus a \$10 administrative fee and the \$25 non-refundable deposit fee will be issued.

No pro-rated credits will be issued for partial attendance at a camp session or missed days of camp due to illness, behavioral issues, or any other reason. Credit Requests must be completed within one week of cancellation. Credits are applicable towards any Kroc Center Program, are not redeemable for cash, nor put on any credit card account, and expire six months from date of issue.

Single day and field trip cancellations will result in the forfeiture of the \$10 non-refundable deposit. Balance of any payments received in excess of the deposit will be credited to your Kroc Center account and may be used towards any Kroc Center Program.

## Transfers

Please complete a "Change of Enrollment" form for all camp changes, available at the Gymnasium Guest Services Desk and Day Camp Office.

A transfer from one week to another will result in the loss of your \$25 non-refundable camp deposit. For transfers from more expensive camps to less expensive camps, a credit will be placed on your Kroc Center account that may be applied towards any Kroc Center Program. Transfers from less expensive camps to more expensive camps will result in a balance due 1 week prior to the start of the session.

**A \$10 processing fee is applied to all enrollment changes made less than 1 week prior to the start of a session.**

## Camp Assumption of Risk & Liability Waiver and Health History Form

This form can be found on the backside of the Day Camp Registration Form. A current season waiver must be completed in full and on-file with The Salvation Army Kroc Center Day Camp Office prior to your camper's first day of camp. **No camper will be permitted to participate in camp activities until this document is on file.** As camper and contact information may change, parents are required to complete a new waiver form for each day camp season (i.e.: one form for Winter Camps, one for Summer Camps).

## Health Information

According to ACA Accreditation standards and the State of California, parents are required to provide health insurance policy information for each child, a current record of immunizations (or a copy of the immunization card), and the date of the last Tetanus shot. A signature is required for parents who do not immunize due to religious reasons.

Parents who submitted immunization information in 2009 AND have not updated their child's shots since that time may initial in the space provided on the registration form, confirming that we have a current record and exempting them from submitting a new copy.

## Camper Self-Sign-Out

Children must be 11 years or older in order to sign in and out of camp by themselves. Parents wishing to give their children permission to do so may write the child's name on the Authorized Adult list on the Camp Waiver Form, or the parent who enrolled the child in camp may complete a Change of Authorization form once camp has started; I.D. is required. In order to maintain camper ratios, camp staff are not available to walk children who sign themselves out of camp to other venues on campus.

## Day Camp Counselors

We feel confident that we have the best staff around! Our staff is as diverse as our campers. The majority of our staff is recruited from local colleges and universities with backgrounds in Recreation, Education, Special Education, Drama, Fine Arts, Psychology, Biology, Business, and other diverse fields of study. Many members of our staff are enrolled in graduate or teaching credential programs. Most importantly, our staff is made up of people who love kids. They want to spend their time playing, teaching, and working with children. All Kroc Center Day Camp staff members are certified in basic First Aid and CPR and receive extensive training prior to the start of camp. You can be sure that we are hiring the "best of the best" to work with your children.

## **Ratios**

To maximize the learning experience and to maintain a safe environment, Kroc Center Day Camp ensures sufficient staff-to-camper ratios as recommended by the American Camp Association and will not exceed 1:10. A minimum of two staff must always be present, regardless of the number of campers. This will be adhered to during irregular camp hours (Extended Care, "All Camp Activity", and field trips).

## **Tips/ Gifts**

The Salvation Army policy states that employees are not to accept tips, gifts, or other gratuities. We encourage you to make a donation to help children who otherwise wouldn't be able to go to camp through our scholarship program. Contact the Scholarship Department at (619) 269-1430 for more information.

## **Day Camp Visitors**

Sending your child away to camp for the first time can be stressful. We encourage parents to check out day camp in action. Please stop by the Day Camp Office (Gymnasium Front Desk during non-summer sessions) and be prepared to show Identification to ensure that all visitors are listed as authorized adults to pick-up a child. You'll receive a "visitor" badge and be directed to the group's location. We ask that you observe from a distance, so as to maintain safety procedures in activity areas.

We love parents who love to help! If you're interested in volunteering your time or services with the Day Camp, please contact the Day Camp Manager.

## **Communications**

### **Making changes to list of authorized individuals**

Only the parent who enrolled a camper may change the list of individuals authorized to pick-up a camper. This should be done in-person at the Day Camp Office. Identification is required.

### **Contacting your Camper**

We understand that urgent situations arise. If you should ever need to reach your child while she/he is in camp, please call the Kroc Center Gymnasium Front Desk. During the summer season, you may call the Day Camp Office. A Kroc Center staff member will be able to reach your child's counselor and either relay a message or bring the camper to the nearest phone. If your child is traveling to or from a field trip, we will contact the Field Trip Counselors and have your child call you back as soon as possible.

### **Cell Phone Policy**

Social development is one of our top values; use of cell phones creates a distraction and a "disconnect" between campers and the activities being led, as well as their overall involvement with peers and the camp program. Please do not send your camper with a cell phone to camp.

We understand that you may want to check-in on your camper periodically throughout the day; however, please use one of the above-mentioned methods of communicating with your child. If

there is a specific reason you would like your child to carry a cell phone, please communicate with a Camp Coordinator. If an approved cell phone becomes a distraction or is used in addition to the expressed reason, his/ her counselor will take possession of the phone and return it at the end of the day.

### **Communicating Camper Information to Day Camp Staff**

Exchange of information between parents and staff provides insight for both parties. It is vital that you inform us of changes in your child's life so the staff may provide the best care possible. We will treat this information with the utmost concern. There are several methods in which you may contact the Day Camp staff about your child.

- **Enrollment Form:** Parents are encouraged to indicate any circumstances that may affect the child's experience at camp on the Camp Waiver Form. This information is passed onto his/her counselors on the first day.
- **Sign-in/out:** Please use our Staff-Parent Communications Log to relay information and reminders about the camper and recent incidents that may affect his/her experience at camp. Be aware that this log is available for all parents to use. If you have a sensitive or confidential matter to discuss, please contact a Coordinator in person or via telephone.
- **Telephone:** During the summer, you may call the Day Camp Office and ask for a Coordinator. At all other times, contact the Day Camp Manager to relay information regarding your camper.
- **Email:** Written notification is an excellent way to communicate information about your camper, as well as specific questions or concerns you may have. General questions may be emailed to the Camp Staff, or you can contact the Day Camp Manager directly (see "Contact Information" for email addresses). Anticipate an email or phone response within 24 hours.
- **In-Person:** During sign-in & sign-out, the Camp Coordinators or Day Camp Manager are typically available to discuss your camper's needs or any questions or concerns you may have.

### **Communicating Camp Changes to Parents**

Group schedules are available at the beginning of each week. If a change is made that will affect daily packing lists or affects the location of sign-in or sign-out, staff will communicate the change to campers and inform parents with notices at sign-out the day before. Parents are also encouraged to check out our website for updates, changes and special events. If you have any concerns about potential changes to camp due to inclement weather or other unforeseeable forces, please don't hesitate to contact the Camp Office or Day Camp Manager for specific details.

## **What's New @ [www.kroccenter.org](http://www.kroccenter.org)?**

### **Publications & Forms**

All of the publications and forms you'll need for a successful summer can be found on the web. If you can't find the form you need, please contact the Day Camp Manager; we're always willing to add new resources.

## Contact

We want to hear from you! Click on the green “Contact” tab at the bottom of the screen. Select “Day Camp” from the “Send to” drop-box. A representative of the Day Camp leadership team will respond within 24 hours.

## facebook

Become a fan of Kroc Center Day Camp on Facebook: [www.facebook.com/kroc-center-day-camp](http://www.facebook.com/kroc-center-day-camp). We'll keep you informed about upcoming camp events, discounts and the latest happenings at the Kroc Center. In addition, we'll post links and information important to families in our community. In keeping with our confidentiality and security policies, the Kroc Center will carefully monitor the content of our page.

## Blog

Want to know more about what went on during the day at camp? Check out our blog for regular updates on exciting group accomplishments. (Campers will be identified by first name only).

## Media (Photos & Video)

We know how important it is to not just hear about your child's day, but to see what happened. We also understand and respect the need for privacy and confidentiality. Kroc Center staff will regularly update our camp photos. In order to ensure that only our Camp “family” has access to these pictures, please follow the instructions below to view the photographs.

Click on the “Media” link on the left of the screen, then click on the album covers below to view the photos. You must be the Kroc Center Day Camp's contact on Flickr to view our photos. Follow these simple instructions to have access to our photos:

1. Create a FREE Flickr account.
2. Search for “kroccentersd” on Flickr.
3. Send a message to Kroccentersd, titled “Please make me a friend,” including your name and your camper's name.
4. After Day Camp staff has confirmed your identity, you will be given full access to view Day Camp photos.

## What to Expect at Day Camp

A schedule is available to parents on the first day of each session, and we make every effort to remain true to that schedule. The Day Camp Office & Gymnasium Front Desk are alerted if changes are made. Below is a description of a typical day in the life of a camper.

## PeaceBuilders

The Kroc Center Day Camp is proud to be a licensed Peacebuilder site. Counselors receive excellent training on the anti-bullying and pro-peace curriculum and philosophy of PeaceBuilders. The six foundational principles are integrated into the camp program throughout the week and include: What is Peace?, Give up Put-Downs, Seek Wise People, Right Wrongs, Help Others and Praise People. Campers participate in group-building activities each morning that emphasize the daily theme and can earn incentives for demonstrating peaceful behavior. In 2009 the Kroc

Center Day Camp received recognition from the office of California Assemblyman Joel Anderson, district 77, for Outstanding Community Service, as demonstrated by our commitment to practicing the PeaceBuilder principles. Check out the PeaceBuilder website at [www.peacebuilders.com](http://www.peacebuilders.com) for more information on the program.

### **Morning Rally**

Summer camp kicks off each day with RJ's Rally Cry and the opportunity for children to get to know campers in other groups through a variety of games, ice-breakers, songs and stretching exercises. Parents are encouraged to drop-off campers in time to participate in this valuable component of day camp.

### **Lunch**

Lunch and morning snack are provided to each camper and are included in the camp fees. If your camper is a picky eater, has severe allergies or has very limiting dietary restrictions, we encourage you to pack a lunch from home; however, choosing not to use this benefit will not reduce the price of camp. Meals are prepared hot on the premises each day and provide one third of the USDA daily-recommended nutrition. At least one vegetarian option is available each day. Menus are available at sign-in at the beginning of each week.

### **Specialty Camps**

Campers in specialty camps follow the same basic schedule of sign-in & out procedures, as well as daily introduction activities. Children enrolled in sports camps spend approximately three hours daily focusing on skills and play of their sport; the remainder of the day is spent exploring the various venues of the Kroc Center, which may include: Skateboard Park, Ice Arena, Recreation Field & Gym games, Library & Computer Lab or the Pool. Our non-sport specialty camps, such as those sponsored by ARIMAW Productions, include 3-5 hours each day spent exploring the designated curriculum, with the remainder of the day participating in various activities. Campers in specialty camps are not guaranteed to visit each of the Kroc Center venues.

### **Thursdays in the Theatre**

What better way to beat the heat than to enjoy a few relaxing hours in a full-size movie theatre? Each Thursday afternoon (Wednesdays during Fall, Winter & Spring Camps) campers watch a movie in our Performing Arts Theatre. Movies are selected based on appropriateness for the general camper population (G or PG), as well as the weekly theme. Each movie is followed by a brief "Moral of the Movie" discussion and activity. A complete list of movies is available at the Day Camp Office after the start of the camp season.

Sunday morning values, weekday fun! Kids can attend Club 3:16 for free following the movie, approximately 3:30 – 4:30p.m. Kids make crafts and hear more about the moral lessons found in popular movies. Taught by a representative of Kroc Church. To enroll your child in Club 3:16, please mark the appropriate box on the Summer Registration Form. For more information, call Lynnette Baker at 619.269.1529 or email [Lynnette.Baker@usw.salvationarmy.org](mailto:Lynnette.Baker@usw.salvationarmy.org).

### **Friday "All Camp"**

Fridays are different from the rest of the week at camp and offer campers new opportunities and exciting activities that may include participating in or supporting their fellow camper's

performance from Specialty Camps such as Drama, Cheer or Hip Hop camp. Each Friday afternoon is All-Camp: all campers come together on the Recreation Field for a theme-related event.

## What to bring to Day Camp

### Attire

Campers are required to wear socks & closed-toe shoes daily. Campers should wear season-appropriate **old clothes** in which they are ready to play hard and get dirty! Outside snaps, buttons or ties are not recommended as they may catch on things during play. For girls, we do not recommend skirts or dresses.

Pee Wee Parents: Please send your child in clothing and footwear she/ he can put on without assistance.

### Backpack/ Bag

Campers should bring a backpack or bag to carry all of their belongings. EVERYTHING should be labeled. ***Please send your child with each of the following items everyday.***

Sweater & long pants-campers must have a sweater on ice skating days-it gets COLD in there!  
Water bottle-we provide campers with a water bottle. Campers should write their name on the bottle; replacement bottles are \$1, or they may bring one from home. We provide punch and milk during lunch, but staying hydrated with water during the day is essential for a safe & fun time.

Extra snack or lunch, (optional)- Please do not send candy or sugary drinks as snacks. An afternoon snack is especially important for campers enrolled in Extended Care.

Sunscreen (SPF 35 or higher is recommended)- We provide sunscreen, but it is recommended that you apply once prior to arriving at camp. In keeping with child safety standards, counselors are not permitted to apply sunscreen on campers; however, they will instruct and supervise the reapplication of sunscreen at least once during the day.

Swimsuit- During Spring & Summer sessions, campers may go swimming up to 3 times per week. **Pack a suit, sandals, and towel on Mondays in case the group is scheduled to swim**, as well as other days as indicated. (Campers swim during fall & winter sessions depending on weather conditions).

Pee Wee Campers Only- Pee Wee camp is scheduled for a daily "quiet time" during which the campers may either take a brief nap or do a quiet activity. Parents are encouraged to send children with a blanket, special book or something else that helps the child relax. No valuables, please.

### Lost Items

Lost & found items are kept for 2 weeks after a session, then donated to the local Salvation Army Thrift Store. The Day Camp lost & found box is available at sign-in and sign-out and the Day Camp Office; smaller items are stored separately. Additionally, each venue of the Kroc Center has a lost & found. If your camper believes she/he lost something in a specific area of the Center, we recommend that you either stop by that venue or contact the Gymnasium Front Desk for assistance.

## **What NOT to bring to Camp**

Below is a list of items that are not welcome at the Kroc Center Day Camp. Should your camper bring these, they will be confiscated & given to the parent at sign-out. This policy is for the campers' safety, as well as to encourage group interactions. Additionally, the Kroc Center is not responsible for camper possessions that are lost or stolen. Please do not have your camper bring valuables!

- Cell phones. (See Communications section).
- Electronics: MP3 players/iPods, mini game-boys, video cameras, etc.
- Expensive jewelry or other belongings.
- Shoes with wheels in the soles ("heelies").
- Personal toys such as cards/trading games, motorized cars, boats, dolls, stuffed animals.
- Pets.
- Drugs or alcohol of any type.
- Weapons: guns, knives, num chucks or any other weapon (real or pretend).

### **Food "donations"/ Treats**

In order to maintain compliance with food safety regulations and in consideration of campers with special dietary restrictions, the Kroc Center Day Camp is not permitted to accept donations of food unless prepared commercially. We do want to celebrate the camper's successes and experience at camp and truly appreciate parents' desire to provide treats or goodies for the campers. In addition to our attention to preparation policies, we strive to provide a healthful & active environment for the campers, encouraging appreciations through our established PeaceBuilders program and other strong camp traditions. Please check with a camp coordinator prior to bringing in special treats for your child's group.

### **Money**

We do NOT encourage campers to bring money to camp. Just like personal valuables, there is the chance of it getting misplaced. If you'd like to send your camper with a couple of dollars to use at designated video game or vending machine times (below), please give your child no more than \$5.00).

### **Vending Machine Policy**

Vending Machines are off-limits to campers except during lunch & afternoon Extended Care. Items purchased at other times will be confiscated & given back to the camper at the permissible time. Campers may purchase hot cocoa while at the Ice Arena.

## **Behavior Expectations**

The Kroc Center Day Camp program strives to offer every child, regardless of ability, the opportunity to participate in recreational activities that are both fun & educational, allowing him or her to learn new skills, foster relationships, and build self-confidence. Our counselors work to create a positive environment that is free from discrimination or other factors that may prohibit campers from having an enjoyable experience at camp.

Every child deserves to have a positive experience at camp, free from peer pressure, excessive negativity, and any other behavior that negatively affects his/her self-esteem and/or ability to

fully participate in camp activities. We take bullying of any kind very seriously. Day Camp counselors are trained in utilizing positive discipline techniques in collaboration with the principles established by Peacebuilders, to create a positive camp environment that welcomes growth & learning.

At the beginning of each camp session, counselors and campers work together to create a Peace Contract and outline the consequences for misbehavior. The best way to deal with problems is through a proactive approach-informing the campers of what is expected of her or him and creating an environment that fosters openness, respect and fun. Children thrive creatively within a structured system; by giving the campers boundaries and expectations, the counselors give them the freedom to play and learn through their experiences.

### **Behavior Resources- Family Resource Center**

The Kroc Center Family Resource Center has offers more than just scholarships. Camp parents seeking guidance regarding behavioral challenges with their children may request a FREE consultation with an RJKCCC social worker. Members and program participants may also take advantage of the following opportunities:

- Emergency Assistance
- Access to daily living services for residents within the Kroc Center's Service Area (food boxes, clothing, etc.)
- Access to developmental & health screenings; Food Stamp pre-screening
- Christmas Toy & Joy Program

### **Camper Peace Contract**

Counselors review the rules at the beginning of each camp session. At the most fundamental level, campers are expected to keep hands & feet to themselves, listen to all instructions, and stay with the group at all times. Campers are encouraged to identify other expectations they would like to set for themselves. We expect campers at the Kroc Center to respect themselves, respect others, and respect the environment.

### **Behavior Management Policy**

Preventing negative behavior from occurring is the best way to avoid consequences for misbehavior. Regardless of how positively a camp group begins their journey, various factors may contribute to a camper breaking the rules established by the Peace Contract, resulting in the need for disciplinary action. Should disciplinary action become necessary, our Day Camp staff will utilize verbal warnings, time out sessions, and sometimes parents will be asked to pick-up their camper. If a camper's behavior warrants disciplinary action, the parent is provided with a Report to Parents form at sign-out, explaining the situation and what action was taken. Any questions about the incident may be directed to the Camp Coordinators or Day Camp Manager. Feedback is welcome; we want to do everything possible to make sure each camper has a positive camp experience.

More serious or repeat offenses will require a camper to be placed on a Behavior Contract that is developed cooperatively between Day Camp Staff and the camper's parents/guardians. Some acts, such as fighting, theft, possession of weapons/drugs, will result in immediate suspension or expulsion, necessitating removal from camp. A parent or an authorized adult is responsible for picking him/her up immediately. No refunds or credits are granted for missed days of camp due to behavior problems.

## **Pool Area**

All campers change in the common gender-specific locker rooms for swimming, under supervision of counselors. Campers who wish to swim in the deep water pool must pass an end-to-end swim test at the beginning of each swim session. Children that cannot swim well are required to remain in the shallow Recreation Pool. Due to safety concerns, the only floatation devices permitted are one-piece swimsuits with floatation sewn into the suit; external floatation devices and/or pool toys of any kind are not allowed. In order to provide the best care possible, please indicate your child's swimming abilities on the Camp Waiver Form.

## **Field Trips**

During the summer, off-site field trips are offered weekly for an additional fee. Campers experience various local attractions such as: Comicon, Knott's Soak City, Mission Beach, and Legoland. As with regular camp days, we provide a snack & lunch and standard counselor to camper ratios. All campers must wear their Kroc Day Camp t-shirt, location-appropriate clothing, and bring their backpack.

Campers enrolled in Thursday field trips will be provided with trip-specific information at the beginning of the week, including arrival and return times, trip-specific packing lists, and a reminder of contact information.

### **Bus/Van Safety**

1. Every passenger must remain seated with his/ her seatbelt on at all times.
2. Keep arms, legs, and other body parts to yourself and ALWAYS inside the vehicle.
3. Do not remove your seatbelt until directed by the driver or other counselor. Do not leave the bus or van until instructed.
4. No eating or drinking in the van or bus. Pick up all trash and belongings before exiting.
5. All campers under 60 pounds or 6 years must use a child safety or booster seat.
6. Quiet voices only.
7. No complaining about radio stations.

### **General Field Trip Camper Rules**

1. Stay with a counselor at all times. It is never okay to wander off by yourself or with other children.
2. Always listen to your counselors and the staff at the site.
3. Know where the group's meeting spot is. If you do get separated from the group, come to this spot and wait.
4. Do not talk to strangers. If someone approaches you, immediately inform a counselor.
5. Be patient and courteous to fellow campers and other patrons.
6. All typical Kroc Center Day Camp rules apply: if you can't do it at camp, you can't do it on the trip.
7. Be respectful of equipment; put away all items after use and remember to throw all trash in bins.
8. Participation is a privilege, not a right. Excessive, disruptive behavior may result in a camper being removed from the field trip. His or her parents will be responsible for pick-up from the trip site.

## **Evaluations**

Evaluations are available each week of camp. Please fill out evaluations with your camper's input and return it on Friday. We are constantly trying to improve the programs and services offered- your feedback helps us make day camp better every year! If you would like follow-up on your evaluation comments, please indicate this on the form and a coordinator will get back to you as soon as possible.

The Day Camp program is administering pre and post-camp evaluations to both campers and parents. These are designed to provide feedback regarding your child's development during the camp season in relationship to our camp goals, specifically addressing personal and social

growth. The information received will be used to analyze the delivery of camp programming, ensuring the activities and interactions between staff and campers continue to be aligned with our mission and goals.

Camper evaluations will be conducted on-site during the each child's first and last weeks with us during the summer. Parents will receive a camp confirmation email shortly after registering which will contain a list of items to bring to camp, important reminders and a link to an online pre-camp evaluation.

## **Medical Protocol**

If your camper has any special medical needs please include this information on the Camp Waiver Form. This includes all medical or behavioral diagnoses that may affect your child's experience at camp. Even if your child does not take medication for the condition, knowledge of the condition helps our counselors to provide the best care possible for your child. A Coordinator will contact you to find out more detailed information about the camper's needs, medications & any side effects they may have during their experience at camp.

### **Medications**

If your child needs medications administered during the camp day, a Medical Information Sheet must be completed and the medication(s) dropped off in their original prescription container with your child's name printed on the label and placed in a plastic bag. All medications are stored in locked containers in the Camp Office. The Kroc Center Day Camp does not provide over-the-counter medications for campers. Staff is not authorized to dispense over-the-counter medications to children unless they are accompanied by a written note from the camper's doctor, the Medication Information Sheet, and submitted in a plastic bag with the camper's name clearly marked.

Administration of Medications: A Coordinator will administer all medications according to the Medication Information Sheet on file for the camper.

Centrally Stored Medications: Some parents may have multiple containers of a child's medication. If you would like to keep a medication onsite overnight for the duration of the camp season please see a Coordinator to fill in the appropriate information on our Centrally Stored Medications Log. Otherwise, all medications must be dropped off and picked up daily.

Permission to Carry: If you feel your child can be held responsible for administering his/her own medications (prescriptions such as asthma inhalers and epi-pens), please sign the permission to carry on the bottom of the Medication Information Sheet. Until this section is signed by the parent and child, a Camp Coordinator will administer all medications.

## **Illnesses/ Injuries at Camp**

Camp is not designed to handle ill children. If your camper becomes ill while at camp, our staff will contact you to pick him/her up. Staff will treat minor injuries requiring application of a bandage or ice. If further medical attention is required or if we are unsure of the severity of the injury, parents will be notified immediately. The Emergency Medical System (911) will be activated at the discretion of Camp Coordinators and/or the Day Camp Manager. If we are unable to reach the parents and a child needs immediate medical attention, she/he will be transported to the hospital by an ambulance, and we will continue attempts to reach adults listed on the Camp Waiver Form. All expenses for emergency medical care are the responsibility of the parent or guardian.

## **Inclusion**

The Kroc Center Day Camp works closely with Kids Included Together (KIT: [www.kitonline.org](http://www.kitonline.org)) to include ALL children in our programs. Parents of children with special needs should contact the Day Camp Manager at least two weeks prior to the desired session's start date to determine whether the Kroc Center can provide appropriate accommodations for your child and which camp(s) will be best suited for him/her. Inclusion In-take forms are available upon request or may be downloaded from our website: [www.KrocCenter.org](http://www.KrocCenter.org).

## NOTES