

Summer Camp Parent Handbook 2022



City of Petaluma Parks and Recreation
parksnrec@cityofpetaluma.org

707-778-4380

Camp Sunshine

Ages: 3 – entering Kindergarten

Camp Sunshine This camp offers a blend of challenging and imaginative activities in a supportive and nurturing environment. Your child will experience adventure, excitement and fun in these action packed weeks of camp. Campers will engage in group activities, games, and art projects, as well as participate in special presentations.

Kids Klub

Ages: entering grades
1st–3rd

This camp offers a safe, fun and creative environment for campers to engage in various activities with other children and staff members. Your child will engage in group games, crafts, sports, and specialty projects. Each week campers will have the opportunity to participate in a special event as well as two pool days per week.

K2

Ages: entering grades
4th–6th

This camp offers group activities, group games, art, sports and assist in the planning and implementing of special events for Kids Klub. Each week campers will have the opportunity to participate in a special event as well as two pool days per week.

Times and Pricing:

Camp Sunshine:

8:30am – 12:30pm – \$108/week

8:30am – 4:30pm – \$168/week

Kids Klub & K2:

8:30am – 4:30pm – \$220/week

Special Events & Field Trips:

Campers in Kids Klub and K2 will be taking the city bus to the Petaluma Swim Center on Tuesdays & Thursdays to swim and enjoy the sun with their friends. All camps will also be participating in weekly special events at the Petaluma Community Center. If any offsite field trips occur, you will be notified and provided more details. Check out our weekly newsletters for more information regarding these events throughout the summer.

Week 1: June 13th - 17th

Week 2: June 20th - 24th

Week 3: June 27th - July 1st

Week 4: July 5th - 8th

Week 5: July 11th - 15th

Week 6: July 18th - 22nd

Week 7: July 25th - 29th

Week 8: August 1st - 5th

Week 9: August 8th - 12th

Safety Guidelines

At Petaluma Parks and Recreation, the health and safety of our staff and the children which we care for will always be our first priority. We remain committed to providing a high quality program and safe environment for children and their families during the COVID-19 pandemic. We are continuously monitoring the latest developments in and around our community. As more information becomes available, we will continue to adapt and make changes to our safety procedures. We are also following guidance from the Center for Disease Control Prevention, California Department of Public Health, County Health Department and other government organizations.

While we acknowledge that participating in Summer Camp during a pandemic may incur feelings of anxiousness, we would like to reassure you that we are taking all of the necessary precautions to keep your child(ren) safe. We welcome any and all questions and/or concerns regarding our policies and procedures. Please reach out to Hayley Liversedge with questions or concerns at hliversedge@cityofpetaluma.org or 707-778-4431.

Wellness Checks for Staff and Children:

Petaluma Parks and Recreation has implemented screening procedures for our staff and campers. This includes asking all individuals about any symptoms (primarily fever, cough, difficulty breathing or other signs of illness within the last 72 hours), that they or someone in their home, might have. All individuals will be asked if they have had any exposure to another individual with suspected or confirmed COVID-19 cases in the past 10 days. We will document and inform everyone of all known incidents of exposure to COVID-19.

- If a child or staff has a temperature of 100°F or higher or exhibited signs of illness, we will follow the facility procedures for isolation from the general room population and notify the parents immediately to pick up the child. If it a staff member they will be sent home immediately.
- Children and staff must be fever free without any fever reducing medication in the last 72 hours.
- Please have your child remain in the car until their wellness screening is complete.



Safety Guidelines

Isolation Procedure:

The following procedures will be followed if a camper or staff member become ill or start to exhibit any COVID-19 symptoms while attending camp.

- The Camper/Staff will be removed from the group immediately and taken to the self-isolation area located in Dressing Room in the Assembly Room.
- As soon as the camper has been isolated from the rest of the group their parents/guardians will be contacted to pick up Asap.
- In the self-isolation area there will be a cot for the camper to use while awaiting pick-up.
- A staff member will monitor the camper until a parent has been contacted and has arrived to pick-up.
- Once the parent has arrived in the parking lot to pick up their child, a staff member will walk the camper out.
- Areas that have been used by the sick camper/staff will be disinfected as soon as they are removed from the area.

Positive COVID-19 Case:

- If your child test positive for COVID-19, **immediately** notify Recreation Coordinator, Hayley at hliversedge@cityofpetaluma.org
 - The identity of the individual will remain confidential.
 - **Notifications** will be sent out via email.
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Safety Guidelines

Illness Policy:

To ensure a healthy environment for all children and staff, this policy will be strongly enforced. Our goal is to have a healthy summer, not only for the children, but for the staff as well. Communication and partnership are keys in making sure everyone is happy and healthy all summer. We greatly appreciate your effort in helping us provide a healthy environment for the children.

- Fever (100.4 and above): Sent home or stay home until fever free for 24 hours WITHOUT the use of fever reducing agents. If child is sent home, the child cannot return the following day.
- Vomiting: Sent home or stay home until vomiting has stopped for at least 24 hours.
- Diarrhea (2 or more loose stools in a day): Sent home or stay home until diarrhea has ceased for at least 24 or has a doctor's note of clearance.
- Nasal Discharge / Coughing: The child may return when the discharge and/ or cough is fully resolved.
- Lice: Sent home at any sign of nit or lice in hair. May return when they are nit free. Will be checked daily for at least 14 days.
- Pink Eye: Sent home at first sign of redness, puffiness, or discharge. May return after being on medication for at least 24 hours.

Healthy Hygiene & Hand Washing:

- Staff will work continually with each camper to reinforce good cleaning habits each week. Signs are posted in restrooms and near sinks that illustrate proper handwashing techniques.
 - Campers must wash or use hand sanitizer to clean their hands every 60 minutes and/or between transitioning from activities or to and from a separate play area.
 - Children and Staff will engage in hand hygiene at the following times:
 - Arrival to and from the facility and after breaks.
 - Before and after eating or handling food.
 - After using the restroom.
 - After playing outdoors.
 - After handling garbage.
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Safety Guidelines

Routine Cleaning, Sanitizing, and Disinfecting:

- Staff will establish a daily cleaning schedule where equipment and high touch surfaces between touches will be sanitized wherever possible.
- Toys and equipment that cannot be cleaned or regularly sanitized will be avoided at all possible.
- Lunch and snack areas will be disinfected and sanitized by staff before and after each use.
- Toys, equipment and games will be cleaned, sanitized and disinfected frequently, at the end of the day and when used by different participants.
- Areas that are used for Camp will be cleaned, sanitized and disinfected regularly.
- Restrooms, including faucets, toilets and urinals will be disinfected in between each use.
- Hand washing sinks and faucets will be disinfected after every use.
- Facility staff will be trained on how to disinfect and sanitize all surfaces of the facility.
- Countertops will be cleaned and disinfected daily.
- Floors will be cleaned and disinfected daily.
- Door and cabinet handles will be cleaned and disinfected regularly.

Camp Staff:

Each staff member has current CPR and standard First Aid Certification. In addition, per City requirements, all staff member have been fingerprinted and background checked. If at any time you have a concern about a leader, please contact a supervisor.

We offer a Leader In Training (LIT) program to individuals ages 13-15 years old that will also be working with the campers. This is a voluntary position for teens to get hands on training. LIT's are used to assist our staff members with daily activities, however they are never left alone with the campers.

Check In & Out:

Camp Check In:

- Summer Camp check in will take place outdoors, in the parking lot at the Petaluma Community Center.
- Parents will drive up to the “drop-off” area in the circle near the South entrance to the building.
- Parents will not exit the vehicle. A staff member will ask the parent the name of the child they are checking in and sign the child into camp for the day.
- Staff will also ensure that there is a completed Emergency Form and COVID Waiver on file for each child.
- Children will exit the vehicle, check in with staff, and the child will be walked by a staff member to their designated classroom.

Camp Check Out:

- Parents will stay in their vehicle when picking up children.
- The individual picking up must have a form of identification ready to show staff members at pick up and be on the approved pick-up list.
- If picking a child up early, parents will pull into the “pick-up” circle and CALL the camp cell phone stating that they have arrived to pick up their child.
- Children being picked up at the designated pick-up time will be walked out by a staff member.

Camp Phone Numbers:

Camp Cell Phone Number: 707-975-3246

Back Up Number: 707-495-1911

Hayley's Desk: 707-778-4431 or 707-780-7080

General Information:

What to Bring to Camp

Each Day:

Your child should bring a lunch, morning/afternoon snack, water bottle, sweatshirt, tennis shoes and backpack to camp everyday. Please apply sunscreen to your child prior to dropping off at camp. Camp is a nut free zone.

Please do not send your child to camp with any nut products.

Camp Attire:

Campers should be dressed in comfortable clothing that allows them to participate in indoor activities, outdoor activities, arts and crafts, and other daily camp activities. On swim days please send your child with a swim suit, towel, sunscreen, and a change of clothes. **Closed-toe shoes are required at all times.**

Schedule Changes:

Schedule changes must be made in writing, via email to parksnrec@cityofpetaluma.org one week in advance of the session. If request is not made one week in advance, you are still responsible for payment. No refunds or credits will be issued for missed days at camp or for cancellations made after the one week deadline. Please allow 3-4 weeks to process refunds.

Lost & Found:

Please make sure all items that are brought to camp are labeled. Lost and found items will be kept until the end of camp and if not claimed, will be donated. We do not allow electronic devices such as cell phones, tablets, etc. The camp staff will not be responsible or liable for the loss of personal items.

Spirit Days:

Week 1: June 17th - Crazy Sock Day

Week 2: June 24th - Sports Day

Week 3: July 1st - Tie Dye Day

Week 4: July 8th - Red, White, & Blue Day

Week 5: July 15th - Crazy Hair Day

Week 6: July 22nd - Hawaiian Day

Week 7: July 29th - Neon Day

Week 8: August 5th - Superhero Day

Week 9: August 12th - Western Day

General Information:

Discipline Procedures:

Staff members use a direct, positive approach regarding discipline. Positive reinforcement and redirection is used whenever possible. "Think Sheets" may be used occasionally if reinforcement and redirection fail to produce the desired behavior.

Three Strike Policy:

Campers will receive a warning for undesired behavior. If undesired behavior continues, campers will be issued strikes.

- First Strike: Camper receives an appropriate amount of time to sit out of the activity as well as a think sheet.
- Second Strike: Staff concerns are discussed with the camper's parent or guardian and another Think Sheet will be filled out.
- Third Strike: Parent will be called for immediate pick-up from camp. A refund will not be issued for early dismissal due to disciplinary reasons.

Camp staff reserves the right to dismiss a participant if their behavior is detrimental to themselves or other campers. Each situation will be evaluated on it's own merit and communication will be kept with the involved family.

Scholarship Information:

The City of Petaluma is excited to announce our new scholarship program. Families will be given the opportunity to receive \$200 per child to use towards camp payments. For more information and the application visit: cityofpetaluma.org
Payment plans are also available.

Contact Information:

For further information, questions, or concerns; please reach out to Recreation Coordinator, Hayley Liversedge.

Email:
hliversedge@cityofpetaluma.org
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