



2024

# SUMMER CAMP



## PARENT HANDBOOK

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City of Petaluma Parks and Recreation

[parksnrec@cityofpetaluma.org](mailto:parksnrec@cityofpetaluma.org)

707-778-4380

Camp Sunshine - Ages 3 - 5

Kids Klub - Ages 6 - 8

K2 - Ages 9 - 11





# 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 weekly special presentations.

# KIDS KLUB

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. If any offsite field trips occur, you will be notified and provided more details.

# K2

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. If any offsite field trips occur, you will be notified and provided more details.



## Times and Pricing:

### Camp Sunshine:

8:30am - 12:30pm - \$118/week

8:30am - 4:30pm - \$191/week

### Kids Klub & K2:

8:30am - 4:30pm - \$253/week

**Week 1: June 17th - 21st**

**Week 2: June 24th - 28th**

**Week 3: July 1st - 3rd**

**\*NO CAMP July 4th & 5th\***

**Week 4: July 8th - 12th**

**Week 5: July 15th - 19th**

**Week 6: July 22nd - 26th**

**Week 7: July 29th - August 2nd**

**Week 8: August 5th - 9th**



# 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: 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.
- Cough: Child must stay home if they are coughing frequently, coughing up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing. The child may return when the cough is fully resolved.
- Sore Throat: The child must stay home if experiencing, tender/swollen glands and a fever of 100 or or higher. If your child has **strep throat**, your child **must** take antibiotics for at least 24 hours before returning, even if feeling better.
- Nasal Congestion, Runny Nose, and Sneezing: Children must stay home if sneezing/nasal discharge is severe or persistent, is accompanied by other symptoms, such as fever, and/or your child is unable to practice good respiratory etiquette and hand washing.
- Vomiting and Diarrhea: Must stay home until 24 hours have passed without vomiting or diarrhea.
- Pink Eye: Red and/or itchy eyes, pus/discharge, and/or the eyelashes are matted shut upon waking up in the morning. Your child must stay home until at least 24 hours after the start of antibiotics.

- Lice: Sent home at any sign of nit or lice in hair. May return when they are nit free. Please check your child daily for at least 14 days.
- Communicable Illnesses: Please notify staff right away if your child has been diagnosed with a communicable illness, including but not limited to: strep throat, scabies, impetigo, chicken pox, measles, rubella, mumps, fifth disease, hand-foot & mouth disease, ringworm, whooping cough, meningitis, pink eye, so that exposure notifications can be sent to classmates (your child's medical information will remain confidential). Your child must be properly treated and no longer contagious before returning to camp.



# CAMP CHECK IN:

- Summer Camp check in will take place outside, in front of Petaluma Community Center.
- Parents will walk their child up and stay with them until a staff member has signed them in.
- Staff will ensure that there is a completed Emergency Form on file.
- Children will then 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  
Hayley's Cell: 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.

## SCHEDULE CHANGES:

Schedule changes must be made in writing, via email to [parksnrec@cityofpetaluma.org](mailto: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.

## 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. Closed-toe shoes are required at all times.

## SPIRIT DAYS:

Spirit Days take place the Friday of each week! Have your child dress up in their favorite themed outfit! Participating is completely optional.

Week 1: Hawaiian Day

Week 2: Pajama Day

Week 3: Western Day

Week 4: Crazy Hair Day

Week 5: Sports Day

Week 6: Neon Day

Week 7: Superhero Day

Week 8: Western Day

Please make sure your child is still dressed in camp appropriate clothing with closed toed shoes.





# 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. 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 its own merit and communication will be kept with the involved family.



## 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.
  - If your child is sent home, you must arrange for pick up within the hour or your child can not return the next day.

## RESPECTING STAFF:

The City of Petaluma values respect, kindness, and open communication with our families. In order to participate in our programs we expect that our staff receive the same kindness and respect from parents that they deliver to every family. Disrespectful behavior such as unkind language, swearing, demeaning comments, yelling, accusatory comments, etc. will not be tolerated. If we continue to see this behavior, your child will be removed from our program and not allowed to return.



# 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 13-14 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.



# SCHOLARSHIP INFORMATION:

The City of Petaluma is excited to announce our scholarship program. Families will be given the opportunity to receive one free week of camp per child. For more information and the application visit: [cityofpetaluma.org](http://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](mailto:hliversedge@cityofpetaluma.org)

Phone: 707-778-4431

707-780-7080

