

CAMP FAIR OAKS PARENT HANDBOOK



Welcome to Camp Fair Oaks! We look forward to a safe and fun summer away from school. For some, this will be their first experience with Camp Fair Oaks, for others it marks the seasonal return to the joy and reward of spending the summer with friends and Camp Staff. This Parent Handbook is designed to provide each camper and parent with a general understanding of Camp Fair Oaks.

If you have any questions feel free to contact Recreation Coordinator, Chelsey Adams at 966-1036, 240-2304 or cadams@fairoakspark.org.

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 camper, which acts as reminders for swim days, field trips and any additional information. Camp Fair Oaks will have a camper supplied Potluck every Friday. A list will be set out on Mondays and parents can sign up to bring something for the potluck.

Camp Hours

Camp Fair Oaks is scheduled Monday through Friday, from 9:00am-4:00pm. Campers enrolled in Extended Care can come as early as 7:30am and stay as late as 5:30pm. No camp will be held on July 4th.

Contacting Camp Staff

If you need to get a hold of camp staff you may contact:

Camp Director (Site Phone)	967-6727
Camp Director (Cell Phone)	765-8422

2016 Camp Staff

The Fair Oaks Recreation and Park District sets high standards for all our staff. We have carefully selected the **best of the best** to be a part of Camp Fair Oaks this 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.

Our camp staff attends extensive training and orientation 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. In addition, each staff member has current certification in Infant/Child/Adult CPR and Standard First Aid, and cleared a background (fingerprint) check done by the Department of Justice. If at any time you have a concern about a leader, or how camp is going please contact the Camp Fair Oaks Supervisor, Jennifer Davis.

Camp Ratios

Our camp has a Recreation Leader to camper ratio of 1:10; and field trip ratios are 1:8. Our leader/camper ratio ensures that there will be sufficient supervision and activities can be modified for age appropriate skill levels, and also enhances team building and cooperation skills.

Lost & Found

- In order to protect your child's belongings from the depths of Lost and Found, please make sure you label all loose items they bring, i.e. Lunch boxes, towels, helmets, backpacks, etc. You would be amazed at the amount of articles we have at the end of summer.
- Lost and Found items will be kept for the week, but at the conclusion of camp each week, the leaders will attempt to return the items to their rightful owners, (all remaining items will be sent to Goodwill).
- We **do not** allow expensive toys such as *cell phones, iPods, handheld video games, etc* at camp. The camp staff will not be responsible or liable for the loss of personal items.

Refund Policy

- A refund request form must be filled out completely (you can pick one up at the District Office). All requests for refunds must be submitted 7 business days prior to week of camp in which you are requesting a refund. **NO REFUNDS WILL BE GIVEN AFTER THE WEDNESDAY BEFORE THE WEEK YOUR CHILD IS TO BE ATTENDING.** Refunds are not guaranteed. **Refunds will not be given for campers who are no longer allowed to attend camp due to misbehaving.**

Illness/Injury

- In case of an illness or injury that requires a camper to be picked up from camp, the parent or guardian (listed first on the camper's health history form) will be contacted. In the event that contact is not made, the second parent or emergency contact listed on the camper's form will be contacted. Staff will continue down the list of those individuals permitted to pick up the camper, (as indicated on the health/history form) until an authorized individual is contacted that is able to pick up the camper.

Medication/Sunscreen

- Any prescribed medication that needs to be administered during camp hours must be sent in the camper's lunchbox. Campers will only be allowed to bring **one day's dosage** of medication in their lunch box. Lunch boxes will be locked in a secure place and it is up to the camper to remember to take their medication. Medications will not be allowed at camp without a written note/prescription for the camper's doctor.
- Your child will need to bring his/her own labeled sunscreen to camp.

Sign-In/Out

- All children must be signed in and out of camp, each day, by a parent or legal guardian.
- Children will only be released to those individuals who are listed on the emergency card or who have been authorized, in writing, by the child's parent or legal guardian. Parents/Guardians must indicate on the Emergency form all those individuals who will be authorized to pick up campers. For your protection, we will be unable to release a camper to an unauthorized individual.
- All persons picking up campers must bring identification in with them at time of sign out.
- **Please do not drop your child off before your registered start time.** We do offer extended care hours from 7:30a.m. - 5:30 p.m. For adequate preparation time in the mornings, please do not drop off your children before 7:30 a.m. **Parents or guardians who pick up their children after the end of the enrolled camp time will be charged \$1.00 for every minute they are late (to cover the expense of staff overtime).**

Lunches and Snacks

Camp Fair Oaks requires that each camper bring lunch daily to camp. Each day, there is a predetermined snack time and lunch time. On occasion lunch will be provided during field trips; this will be noted on the weekly calendar. Camp Fair Oaks provides two snacks daily. *Refrigerated lunch storage is not available- do not send egg or mayonnaise-based products.*

Field Trips

Please make sure your camper is on time for camp on the field trip days, when campers leave the site as early as 9:00 am. The Camp Fair Oaks staff has planned field trips outside of Fair Oaks throughout the summer. The fees for the field trips are built into the camp registration fee, with the exception of the trip to Six Flags Discovery Kingdom. Due to the cost of this trip, it's optional and requires an additional \$35 registration fee.

Camper Conduct

- Camp Fair Oaks is designed to be an **active and creative** camp and participation is mandatory. Camp is more fun when campers fully participate in all of the daily activities. We have planned for campers to participate in the activities and do not have staff to watch those who choose not to participate in the group activities. If a child consistently chooses not to participate, staff will discuss with parents whether future participation at Camp Fair Oaks is mutually beneficial.
- All campers are expected to follow the rules of the camp. Camp Staff reviews all rules thoroughly on the first day of each week and answers any questions the campers may have.
- We seek to focus camper's behavior through positive reinforcement; such as "Good Deed Bucks" and the "Good Deed Bucks" store. Positive reinforcement and redirection will be used whenever possible, although "time-outs" may be used occasionally if reinforcement and redirection fails to produce desired behavior.

Discipline Procedures

- Camp Fair Oaks Staff will use a direct, positive approach regarding discipline. The purpose is to help the child develop self-control and learn to assume responsibility for his/her actions. We use positive statements and reinforcements to redirect negative behavior.
- Camp staff will discipline each child as necessary and keep the parents informed. We encourage parents 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

Campers can receive up to three (3) strikes in one week. The strikes and consequences are detailed below. We encourage parents to review this with their camper prior to the start of camp.

1. First, Campers will receive a verbal warning.
2. If the undesired behavior continues, your camper will begin to receive **strikes**.

First Strike: Campers will be issued a 10 minute time-out, followed by a behavior report.

Second Strike: A 15 minute time-out will be given and staff will discuss concerns with the parent at the end of the day.

Third Strike: Parents will be called for immediate pick-up from camp or field trip site. Camper will be asked to leave camp for the remainder of the week. A refund will not be issued for the early dismissal of your child due to disciplinary reasons. It may be necessary to set up a meeting with the Parent, Child, and Camp Director and/or Recreation Coordinator if a serious discipline problem arises.

3. **Consecutive Strikes for Continuous Weeks:** It is our policy to maintain open communication with a parent if a discipline problem should arise. Campers who receive strikes each session, maybe dismissed from camp for the remainder of the season. We will make every attempt to make sure your child is enjoying the program. The safety of campers and staff cannot be jeopardized by one camper's lack of respect for others and/or lack of ability to follow camp rules on a consistent basis. Once again, this is a last resort; we will make every attempt to solve any problems that occur.

Common Questions and Answers

What happens if it rains... or if it's hot? We hold camp rain or shine, hot or cold! Our staff is well prepared and will adapt activities to rain, sunshine, and extremely hot/cold situations.

What should my camper wear/bring? Camp Fair Oaks is an *active and creative* camp, so make sure your child is dressed appropriately.

- It is important that your camper is dressed to play!
- Closed-toe shoes are required, no sandals! NOTE: Any child wearing sandals will not be allowed to participate in games and will be asked to call his/her parent for appropriate footwear.
- Send your child with sunscreen and water every day! Camp Fair Oaks will **not** supply these items for the campers; however water will be kept on hand for refilling water bottles.
- Bathing Suit and Towel. We do have scheduled water play days, however if it is really hot we will play in the water. Please send the suit and towel every day.
- A positive attitude! We will all have fun if each camper comes with a smile on their face ready to have a good time.
- **CAMPERS MUST WEAR THEIR CAMP SHIRT ON FIELD TRIP DAYS.** Camp shirt will be handed out on first day of camp/first day of the first week your child attends. Only one shirt per camper per summer.

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 Fair Oaks by the scheduled pick-up time of your camp registration. 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 picking up your child, please contact camp staff *at least a half an hour prior to the end of the camp day (967-6727).*
- **Parents or guardians who pick up their children after the end of the enrolled camp time will be charged \$1.00 for every minute they are late (to cover the expense of staff overtime). If the parent or guardian is one (1) hour late, staff are required to call the police.**

What forms does Camp Fair Oaks and the Fair Oaks Recreation and Park District need?

Completion of the following forms is required for each camper to participate:

(All forms must be completed and returned to staff before the camper attends.)

- **Emergency and Camper Information** (form required for EACH camper)
- **Field Trip Permission slip** (form required for EACH camper)
- A Note to Parents: All campers attend the field trips. The departure & return time varies, but are between 9:00 am-4:00 pm. If you do not want your child to attend the field trip, please notify the Camp Director as soon as possible. We do not leave counselors back at the site on field trip days, so if your child does not want to attend the trip it is up to you to find alternative care for the day.
 - For Discover Kingdom ONLY: If we have **at least 6** children not attending the field trip, we will be able to leave a staff member behind & those children will be able to remain at the McMillan Center for the day. If we do not, we will not be able to care for your child on that field trip day.

Numbers to Know

Camp Director	Site: 967-6727	Cell: 765-8422	campdirector@fairoakspark.org
Fair Oaks Recreation & Park District Office	966-1036	Fax: 966-9863	
Chelsey Adams- Recreation Coordinator	966-1036 ext. 17	Cell: 240-2304	cadams@fairoakspark.org
Katy Coss– Recreation Superintendent	966-1011 ext. 16	Cell: 240-2273	kcoss@fairoakspark.org

