

Parent/Caregiver Camp Handbook



What to Expect

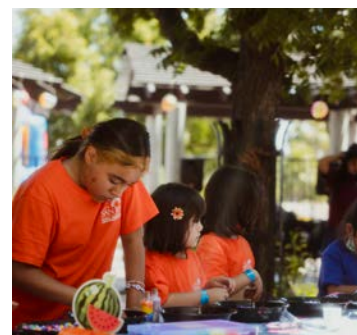
First Day for Campers

- Meet the staff.
- Pick up a weekly calendar and newsletter.
- Learn about our daily routines, behavior expectations, special projects, and upcoming events.
- Explore the classroom and community.
- Make friends and play games.
- Caregivers complete emergency contact forms.



What To Bring To Camp

- Clothes and shoes suitable for active play that may get a little messy.
- Bag with a packed lunch, a morning snack, and afternoon snack*, and a reusable water bottle.
 - Camp is a nut-free zone.
 - Pack foods that do not require refrigeration or heating.
 - Healthy, nut-free snacks are available on an as-needed basis. Examples of snack options include granola bars, fruit cups, and whole fresh fruit.
 - *During summer, some sites provide free lunch and snacks through the Summer Food Service Program. Check with staff if this program is available and to request vegan/vegetarian options.



What to Leave at Home

- Avoid bringing personal items such as toys, stuffed animals, money, cell phones, and electronics that could be distracting, lost, or broken.
- City of San José staff is not responsible for lost or stolen items.
- Caregivers, please contact the camp phone if you need to communicate with your camper.



Weekly Schedule

Weekly Schedule

- Staff have a fun week planned for campers, with a variety of activities, including group games, arts and crafts, STEAM (science, technology, engineering, art, and math) enrichments, structured free choice, and a field trips. These activities encourage creativity, social-emotional learning, self-expression and development of the whole child.
- PRNS programs align with the California Quality Standards for Expanded Learning Programs to provide youth with a safe and supportive environment, active and engaged learning, skill building, opportunities for youth voice and leadership, healthy choices and behaviors, and honor diversity, access and equity.
- During summer, campers participate in the San Jose Public Library’s Summer Learning Program, which promotes reading and prevents the loss of academic progress over the summer, through access to books and educational programming.
- PRNS programs incorporate the Santa Clara County Public Health Department’s evidence-based CATCH curriculum into sports and cooperative group games to promote physical fitness, teamwork, skill building, fair play, and positive self-esteem.
- The Center for Disease Control and Prevention recommends children have 60 minutes or more of physical activity each day and program encourages participants to stay active for at least 60 minutes.

Sample Daily Schedule
8:00 a.m. - 9:00 a.m. Sign In/Small Activity
9:00 a.m. - 9:15 a.m. Camp Rules/Announcements
9:15 a.m. - 9:30 a.m. Morning Stretches
9:30 a.m. - 10:00 a.m. Bathroom Break/Snack
10:00 a.m. - 11:00 a.m. Craft/Enrichment
11:00 a.m. - 12:00 p.m. Physical Activity
12:00 p.m. - 1:00 p.m. Lunch
1:00 p.m. - 2:00 p.m. Learning Hour
2:00 p.m. - 3:00 p.m. Craft/Enrichment
3:00 p.m. - 4:00 p.m. Playground/Outdoor Play
4:00 p.m. - 4:30 p.m. Bathroom Break/Snack
4:30 p.m. - 5:00 p.m. Camper of the Day
5:00 p.m. - 5:30 p.m. Physical Activity
5:30 p.m. - 6:00 p.m. Clean Up/Sign Out



Field Trip Policies

- City of San José staff will work with families to ensure campers have an ideal field trip experience. To ensure the safety of all participants, the only adults permitted to participate in field trips are City of San José staff.
- The City of San José contracts with local bus companies to transport participants between destinations. On some occasions, participants may walk, take public transportation, or be transported in a City of San José vehicle driven by City of San José staff with a Class B License and a City Driving Permit.
- Families opting to not participate in field trips are responsible for finding alternative care. Onsite care will not be available and the City of San José will not provide a prorated refund.
- Some field trips have location-specific liability releases and permission slips that must be signed for participants to attend. It is the family/caregiver's responsibility to sign these documents on time. If this is not completed, participants will not be allowed to participate in the field trip.
- Some field trips may allow participants to bring money to spend on snacks or souvenirs. Many locations are now cashless and require debit or credit card transactions. City of San José staff is not liable for safeguarding camper money or cards, nor are they responsible for lost or stolen items. Check with program staff if there will be opportunities for participants to spend money during their field trip.

Sign In and Sign Out

- Participants must be signed in and out by an authorized adult every day.
- Adults 18 years and older, designated by the parent/caregivers on the Emergency Contact Form, may pick up participants.
- We must have pre-approved confirmation from the primary parent/caregiver if someone not listed on the Emergency Contact Form attempts to sign out a participant. Please work with staff to update Emergency Contact Forms as needed.
- City of San José staff will always ask for picture identification from unfamiliar adults.
- Participants may not be signed in or signed out from field trip locations.
- Once signed out, participants cannot be signed back into camp.

Late Pick Up Policy

- If you have an emergency and are unable to pick up on time, please contact the site phone number or supervising Community Center.
- Participants must be picked up at the scheduled program end time. If a participant is not picked up, we may charge \$1.00 per participant for every minute thereafter. If fees are not paid within 1 week of the late pickup date, your participant will be suspended until the fee has been paid. Fees can be paid by cash or check at the supervising Community Center. Please make checks payable to “City of San José.” Excessive late pick-ups will result in the removal from the program with no refund. Excessive late pick-ups defined as 5 (five) or more in one month.
- Emergency contact information will be used in the case of late pick ups or emergencies. In the case of late pick ups, City of San José staff will proceed with the following steps:
 - Contact Parent/Caregiver.
 - Contact Emergency contacts.
 - Contact CPS or SJPD. Once SJPD and/or CPS have been contacted, your participant must remain on-site until they arrive.

Health and Safety Policies

Illness

- If participants display signs or symptoms of illness, please keep them at home and notify City of San José staff of their absence. We rely on parent and caregiver cooperation to prevent the spread of communicable diseases.
- If participants become ill during program, parents and caregivers will be notified and asked to make arrangements to pick up as soon as possible.

Injury

- City of San Jose staff will administer basic first aid and notify families and caregivers of minor injuries at pick-up.
- Families and caregivers will be contacted immediately in the event of serious injuries.

Medication Permission and Release Forms

- For any medication administered at camp, a Medication Permission Form and Release Form must be completed by parents/caregivers and the participant's physician. Please contact the program supervisor to receive a copy of the Medication Permission Form and Release Form.
- In the event of a severe allergy emergency, City of San Jose staff will provide a first aid response.

Toileting Practices and Procedures

- Participants must demonstrate the ability to independently use the restroom unassisted. Staff will actively promote healthy hygiene practices and handwashing procedures. Participants will be supported and prompted with simple reminders throughout the course of the program to use the restroom, in support of toileting independence.
- For the health and well-being of all staff and program participants, City staff may contact parents/caregivers if an accident occurs. Staff is not authorized to change soiled clothing or assist with personal hygiene tasks. In the event a participant has an approved accommodation to utilize training underwear or pull ups, staff cannot check for accidents or assist with changing if soiled. Parents/caregivers may be requested to assist with changing, if necessary.
- The complete PRNS Toileting Policy can be shared upon request.

Staff Safety Policies

Staff Safety Measures

- All City of San José employees engaged in youth programming are fingerprinted and undergo a thorough background check and clearance from the U.S. Department of Justice and Federal Bureau of Investigation.
- All City of San José employees engaged in youth programming have been cleared of tuberculosis by a certified medical practitioner.
- City of San José youth camp programs maintain a staff to participant ratio of approximately 1:10.
- 1:1 Adult to Youth interactions are not permitted: In order to ensure youth safety, the City of San José does not permit adult staff to be alone with youth participants at any time. Participant to staff ratios must be maintained at a minimum of 2:1.
- Mandated Reporting: All City of San José employees engaged in youth programming are mandated reporters of child abuse and neglect and are required to report any issues to Child Protective Services.
- Annual Staff Training: prior to the start of program, staff complete trainings that reinforce safety measures, best practices and policy updates, including Concussion Protocol, Wildfire Smoke Safety, and Heat Illness Prevention.

Emergency Procedures

- All sites have Emergency Action Plans and drills are practiced routinely. In case of an evacuation, participants will be kept at the designated safe reunification site and parents/caregivers will be contacted as soon as possible. Check with program supervisors for more information.



Behavior Expectations

Behavior Expectations and Consequences

- All campers and families are expected to comply with the PRNS Code of Conduct and City of San Jose policies and procedures.
- City of San Jose staff direct participant behaviors towards agreements/behavior guidelines/behavior expectations, which generally include being respectful, responsible, and safe towards themselves, others, staff, and property.

Pink Slips

- One-time behavior violations, repeated violations, or chronically disruptive behaviors may result in the City of San Jose staff issuing a “pink slip” to document the conduct violation. Consequences for conduct violations will match the severity of the incident and may include verbal warnings, loss of participation in program activities, one-day or multi-day suspensions from the program, or removal from the program without a refund of prior fees paid.
- Examples of behavior violations or disruptive behaviors include:
 - Verbal or physical behaviors that demand constant staff attention.
 - Behaviors that threaten or cause physical or emotional harm to others or to City of San Jose staff.
 - Actions that disregard safety and behavior agreements.
- The “pink slip” is meant to facilitate conversations with families and caregivers to provide support with behaviors. We are committed to the safety and well-being of all participants and finding a path for participants to successfully stay in our programs. Some behaviors could result in immediate suspension or dismissal. A sample conduct violation form is attached. Discipline information is confidential and will not be shared with others.

Sample Conduct Violation “Pink Slip”

Conduct Violation (Pink Slip)

While attending City of San José Out-of-School Time programs, all participants are asked to comply with all PRNS policies and procedures.

- Be respectful to everyone and community property.
- Follow directions provided by the staff.
- Stay in assigned areas.
- Keep hands, feet, inappropriate comments, and objects to yourself.
- Use respectful language.
- You are not permitted to sign yourself out or leave before the scheduled time without proper advance notification from a parent/guardian to a camp staff member.

Camper’s Name: _____

Date: _____ Time: _____ Site Name: _____

Reported By: _____

Violation: _____

DISCIPLINARY ACTIONS TAKEN:

(Depending on the severity of the behavior/action any of the following disciplinary actions may occur)

- Verbal warning
- Removal from activity
- Verbal warning with parent notification
- Inclusion specialist notification for observation
- Parent conference to establish a behavior contract and possible suspension
- Removal from the program with no refund of prior fees paid

NEXT STEPS:

COMMENTS: _____

Camper Signature

Parent/Guardian Signature