

Lathrop.recdesk.com  
(209) 941-7372



# Camp Lathrop 2018

## ACTIVE AWESOME ADVENTUROUS

### Registration Packet



## Philosophy

- The City of Lathrop Parks and Recreation Department is pleased to provide a quality Summer Camp program that meets the needs of the families in Lathrop. Camp Lathrop is committed to providing a fun, safe, age-appropriate recreational program, which encourages social development and promotes health and wellness.
- Camp Lathrop is a recreational program for children who will be enrolled in grades TK-8 in Fall 2018. Children are encouraged to participate in themed group activities such as camp songs, arts, crafts, sports, indoor/outdoor games, science experiments, water play, food projects, and more.
- Camp strives to maintain a **ratio of 1 staff to every 14 children**. However, we are **not** a licensed childcare program.

## Hours of Operation

- **Camp Lathrop will operate for 9 weeks:**

WEEK	THEME	FIELD TRIP
1. June 4- 8	Parents, We Shrunk the Campers	Calaveras Big Trees State Park
2. June 11- 15	Foodie	John's Incredible Pizza
3. June 18-22	Cartoon Character	AMC Showplace Manteca- (Incredibles 2)
4. June 25-29	Color War	Cali Glo Indoor Entertainment
5. July 2-6 * (Closed 4 <sup>th</sup> )	Celebrate	Video Game Bus & KAT's Paint
6. July 9-13	Mystical Adventures	World of Wonders Science Museum
7. July 16-20	Wet n' Wild	Antioch Water Park
8. July 23-27	As Seen on T.V.	Kangazoom
9. July 30-August 3	Travel Through Time	Fossil Discovery Center

- Drop off as early as 7:00am
- Pick up by 6:00pm
- Structured camp activities will run from 9:00am-4:00pm
- Activities from 7am- 9:00am & 4:00pm- 6:00pm will include: free choice games, puzzles, coloring, computer play, small group games & activities.

## Staff

- All Parks and Recreation Staff go through a background check and screening process prior to employment. Staff trainings and workshops are held throughout the year to provide leadership development, CPR/First Aid/BBP/AED certification, knowledge of policies and procedures, and other education as needed.

## Minimum Abilities Required to Participate

To maintain a safe and healthy environment for all children attending Camp Lathrop, participants must maintain the following minimum standards:

1. Understand and follow basic directions and rules for the program.
2. Maintain basic self-control to ensure the safety of themselves and others in the program.
3. Handle personal hygiene/toileting needs.

## POLICIES AND PROCEDURES

- Camp Lathrop has adopted the following policies and procedures to ensure a safe and productive environment. By signing the agreement, you are stating that you understand and will abide by these policies and procedures.

### A. Financial Policies

- The \$125 camp fee for the week is due prior to your child's attendance and includes: supervision from 7:00am-6:00pm, games, crafts, activities & necessary materials and a weekly field trip.
- There are two payment options:
- Payment option 1: If your child will be attending multiple weeks of summer camp, in order to guarantee your child's spot a \$25 non-refundable deposit is required per week at the time of registration. You will be required to sign up for auto-pay. The City of Lathrop will debit your VISA/ Master card/ American Express/ Discover account on the balance due dates listed below:

<input type="checkbox"/> WEEK 1 June 4-8	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	5/25/2018
<input type="checkbox"/> WEEK 2 June 11-15	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	6/1/2018
<input type="checkbox"/> WEEK 3 June 18-22	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	6/8/2018
<input type="checkbox"/> WEEK 4 June 25-29	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	6/15/2018
<input type="checkbox"/> WEEK 5 July 2-3/5-6	\$100 Paid in Full	\$25.00 Deposit	\$75 Balance Due	6/22/2018
<input type="checkbox"/> WEEK 6 July 9-13	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	6/29/2018
<input type="checkbox"/> WEEK 7 July 16-20	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	7/6/2018
<input type="checkbox"/> WEEK 8 July 23-27	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	7/13/2018
<input type="checkbox"/> WEEK 9 July 30-3	\$125 Paid in Full	\$25.00 Deposit	\$100 Balance Due	7/20/2018
- Payment option 2: If you choose to opt out of the auto-pay program, a deposit is not required. Your child's spot is not guaranteed until full payment is made. Payment is due prior to the Friday before the week of camp your child is attending.
- The registration form is required to be filled out for Summer 2018 even if your child has attended previous camps or Kids' Club.
- Fees are based on enrollment, not attendance; there are **no adjustments for missed days**.
- Payments may be made by cash, check or charge. All checks are to be made payable to the *City of Lathrop*. When paying in cash, please have the exact amount.
- Payment can be made in person at the Lathrop Generations Center or Community Center, Monday-Thursday from 9:00 am to 5:30 pm and Friday from 8:00 am to 4:30 pm.
- Returned checks will be assessed a \$25 processing charge. All returned checks must be paid within 5 days of notification or the child cannot return to the program. All fees from that point forward **must be paid in cash, by cashier's check, credit/debit card, or money order.**
- A late fee of \$5 will be assessed against any parent and/or guardian who arrives after 6:01 pm and an additional \$1 will be charged for each minute after 6:05 pm.
- If a parent or guardian is more than 30 minutes late in picking up a child, Camp staff are required to contact the Lathrop Police Department.

### B. Single, Multi-Parent, and Blended Families:

- It is our goal to promote a positive environment for children and their families. We are aware that many families may experience issues with divorce and separation. It is important that we maintain

good relationships will all adults present in each participant's life. Very clear instructions in regards to custody arrangements (which parent to contact first, who is and isn't allowed to pick up a child, who is responsible for payment) are required. A copy of a court order is required if children are to be released to specific parents or guardians on specific days.

### **C. Drop-off and Pick-up**

1. Sign-in/sign-out sheets are located at the Camp site. An adult (18 years of age or older) must sign your child in and/or out each day from the program. Please be prepared to provide valid picture ID if requested by Camp staff.
2. Written permission is required in order to release your child to any adult other than those you have indicated on your Emergency Form prior to day of.
3. If you need to add somebody to your pick up list please inform a Site Recreation Leader.
4. Camp staff will not release a child to any person who appears to be under the influence of drugs or alcohol. Another parent/guardian or someone listed on the emergency contact list will be called to pick up the child from the program. In such event, the Lathrop Police Department will be contacted.

### **D. Emergency Contact**

1. An *Emergency Form* must be completed and include the names, addresses, and phone numbers (work number and home number) of at least (2) local people you wish us to contact in the event of an emergency, when you cannot be reached. The completed emergency form must be submitted at the time of registration.

### **E. Medical Assessment**

1. Please do not bring your child to Camp if they are experiencing flu like symptoms, a rash, or have head lice.
2. Please report any infectious disease or condition as soon as you become aware. Examples include lice, pink eye, hand foot and mouth disease, chicken pox, and flu symptoms. Children may return to the program with a signed statement from a physician indicating the child is no longer contagious. We will report major outbreaks of communicable diseases to all participants' families.
3. Head lice policy: Please inform Camp staff if your child has lice. Children with active head lice and nits will not be accepted into Camp until they have been treated and are lice and nit free. Upon return to camp, your child's head will be inspected for lice to be cleared to return. Camp staff may check participant's heads at any time to assist in the prevention and to reduce the spread of lice.
4. If a child becomes sick at Camp, a staff member will contact a parent/guardian or someone listed on the Emergency Form to pick up the child.
5. Staff are unable to administer medicine to your child. If your child has an inhaler, epi-pen, or other required medicine please inform a Site Recreation Leader.
6. If your child has a medical condition, allergy, or special need, which staff should be aware of please list this on the registration form.

## **F. Program Activities**

1. Camp Lathrop maintains a daily schedule which defines the typical sequence of events during a normal day. The time schedule listed at the Camp site will be approximate and allows for flexibility to follow the interest and choices of indoor and outdoor (weather permitting) themed activities such as crafts, large and small group games, science, food projects, and more. Time is also provided for snack, clean-up, transition, personal needs, and hygiene.

## **G. MUSD Free Breakfast and Lunch Program/ Snacks/ Food Projects**

1. Manteca Unified School District offers a Free Breakfast and Lunch Program at Valverde Park that Camp Lathrop participants are able to take part in. Breakfast is served between 8:00am-8:30am. All Camp participants are given the opportunity to receive a free lunch during serving time. A MUSD calendar will be provided with the menu. Menu items are subject to change based on delivery. The Lathrop Parks and Recreation Department is not associated with the Breakfast and Lunch Program. If your child will not eat the Breakfast or Lunch for that day, please have them eat breakfast before camp and pack them a lunch.
2. Please send your child to Camp with at least 2 snacks, a water bottle, and a lunch (if they are not taking part in the MUSD Free lunch) daily. Some camp activities include food projects. It is important that you advise staff of any allergies your child may have. Children are encouraged not to share food due to food allergies.
3. MUSD will provide lunch on Field Trip days. If your child would like additional food or will not eat what is provided, please pack them a lunch in a disposable bag with their name on it.

## **H. Behavioral Expectations**

Camp strives to create a safe and inviting environment for our participants and their families. We encourage participants and their families to respect themselves, each other, staff, and others' property at all times.

Camp rules are as follows:

- Please do not share food
  - Follow staff's instructions the first time
  - Always stay where a staff member can see you
  - Keep all body parts to yourself
  - Clean up after yourself
  - Use kind, indoor voices/ words
  - Wear closed toed shoes
  - Please no toys or electronics
1. If you have a concern about another participant in the program please address this with the Camp Site Recreation Leaders. Speaking to a child other than your own will not be tolerated. Immediate dismissal of an entire family may occur in the event of inappropriate behavior of parents/guardians.
  2. Behaviors such as running away, fighting, threatening a child or staff, biting, spitting, pushing, rough play, verbal or physical abuse, severe swearing/inappropriate language, misuse or destruction of property, disobedience or disrespect could result in suspension or dismissal from the program.



## **I. Weather Policy**

1. Camp activities will be held both indoors and outdoors. Outdoor activities will typically take place in the morning while the weather is still cool. Indoor activities will take place in the afternoon when the temperature is highest. Activities will take place inside if temperatures are 100 degrees or above.
2. Please provide your child a water bottle daily so they can stay hydrated.
3. Please provide your child with SPRAY Sunscreen daily. Staff are unable to rub sunscreen on the children but can assist in spraying it on them. Sunscreen application will take place multiple times during the day. Camp Lathrop does not provide sunscreen. Sharing sunscreen is not encouraged due to allergies.

## **J. Dress Code**

1. Please have your child wear comfortable clothing to camp. Participants remain active throughout the day. Please keep in mind activities include materials such as paint, glitter, glue, water, oil, etc. Participants should wear clothing they do not mind getting messy. Participants should wear closed toed shoes to camp daily. Sandals and water shoes are acceptable for water activities and can be brought to camp to be changed into.
2. One Camp Lathrop shirt will be provided per participant for the Summer 2018.

## **K. Field Trips**

1. Field trips are included in the weekly camp fee.
2. All staff and participants go on the field trips.
3. Please have your child arrive to camp by the time stated on the weekly newsletter to ensure your child is at camp when the bus departs. The bus cannot wait for late arrivals.
4. If you wish to pick your child up from a field trip location. This must be prearranged in writing.
5. Participants must stay with the group and staff member they are assigned to during the duration of the field trip.
6. One camp T-shirt is provided per participant for the entire summer.
7. Participants are required to wear the Camp Lathrop shirt on every field trip.

## **L. Withdrawal**

- You may withdraw before the program begins and receive a partial refund. A non- refundable \$25 processing fee will kept. Refunds may take four to six weeks to process. No prorated withdrawals will be issued once the program begins.

## **M. Termination**

- Your child's participation in Camp may be terminated if:
  1. Fees are unpaid
  2. Continued tardiness in picking up your child
  3. Failure to comply with Camp policies
  4. Inappropriate, participant, parent/guardian behavior

If you have questions, concerns, suggestions, or compliments in regards to the Camp Program please do not hesitate to contact the Parks and Recreation Department at (209) 941-7372.

Bree Nuss  
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