

**Parent Handbook
Seasonal Camps
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Welcome to Milpitas Seasonal Camps

Our goal is to make this your child's BEST experience ever with Milpitas Recreation and Community Services! Your child will create long lasting memories with friends and their camp leaders in our seasonal day camp program. Our team of trained camp counselors will provide a fun learning experience for campers through arts and crafts, games, and other fun activities. We offer two seasonal day camps, one for ages 5-7 and another for ages 8-12.

This handbook will provide you with the rules of the program, processes and other necessary information.

Camp Descriptions (President's Week)

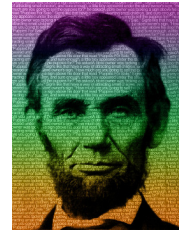


Camp Washington (5-6 years old)

Camp for ages 5-6 is held at the Milpitas Sports Center in our Kid Fit Room (1325 E. Calaveras Blvd.). Drop off and pick up will be at this location.

Camp Lincoln (7-12 years old)

Camp for ages 7-12 is held at the Milpitas Sports Center in our Fitness Annex (previously the Teen Center). Drop off will be at the Fitness Annex. Pick up will be at the Milpitas Sports Center in the Kid Fit Classroom.



Milpitas Seasonal Day Camps

It is our goal to have a safe and fun (in that order) Day Camp program for all of our campers.

We expect all our campers to abide by the Camp rules at all times. Participants who receive excessive warnings due to major disciplinary problems may result in the removal from the program. Please review the Code of Conduct and Discipline Plan for more information. We ask that you read the Camp Parent Packet with your child before they begin camp.

Daily Schedules

Each camp will follow a schedule that will be provided weekly. Below is a sample schedule that seasonal camps will follow:

7:00-8:00am	Extended Care
8:00-8:30am	Free Play
8:30-9:00am	Morning Routine
9:00-10:00am	Group Activity/Game
10:00-10:30am	Free Play
10:30-11:30am	Center Activities
11:30am-12:00pm	Free Play
12:00-1:00pm	Lunch
1:00-3:00pm	Special Activity/Game with both camps
3:00-3:30pm	Free Play
3:30-4:30pm	Group Game
4:30-5:00pm	Free Play
5:00-6:00pm	Extended Care

*Please note: Schedule subject to change without notice.

Lunch

Campers will be responsible for bringing their own lunch everyday. There is no refrigeration or microwave available, so please pack appropriate lunch items.

In addition to lunch, we request that you pack your child with light snacks to eat during morning or late afternoon free play. Camp does not provide snack.

Restroom Use

Campers wishing to use the restrooms may only do so with the permission of a staff member. Staff will escort children to the restroom to ensure their safety.

Any participant caught vandalizing or using the restrooms in any manner different from its intended purpose, may lead to suspension, expulsion or removal from the program.

Registration Process

Pre-registration is required for our weekly camps. Registration is on a first come, first serve basis. Campers must make payment to confirm their spot in the program. Please see Milpitas Recreation and Community Services webpage or seasonal Activity Guide for details.

Extended Care

All campers who need additional morning and/or late afternoon extended care can register for the Extended Care option. Extended Care provides childcare for early campers with a start time of 7:00am and late campers with an end time of 6:00pm. Space is limited.

Sunscreen and Water

Each Camper should come to camp with sunscreen already applied. In addition your camper should bring sunscreen in their backpack to apply later in the afternoon. Camp staff is not allowed to apply sunscreen to campers, so we ask that you provide a spray sunscreen to help your camper with application.

Each day campers will be very active at camp. In an effort to keep your camper well hydrated we request that you pack a reusable water bottle with them each day. Water fountains are also available at both sites and we will have several, scheduled, water breaks throughout the day.

Refund/Cancellation Policy

In order to receive a refund for a program that takes place five (5) consecutive days or less, you must notify the Recreation Services Department 10 days prior to the beginning of the first day of the program and a full refund will be issued, minus a \$10 processing fee. Refunds and/or credits will not be issued with less than 10 days notice. Medical emergencies are exempt from the policy; however, a signed statement from your doctor is required prior to the last day of class to be eligible for a refund and will be prorated for classes that were attended.

Sign-in/out Procedure

We require all parents or those identified on the Pick Up form to sign in and out their child daily. Please contact staff if you need to update the Pick Up form. This is to ensure you and your child's safety. You may be asked to show photo ID. Your assistance with this process is appreciated.

Late Pick Up Policy

For the safety of our campers, it is required that they are picked up on time at the end of each day. Should the campers be picked up late, a \$10 late fee starting one minute after the end of camp will be charged, with an additional \$10 for every 10 minutes thereafter. For example, if the camp is scheduled from 8:00-5:00pm and you pick up your child at 5:03pm, you will be charged \$10 per the Late Pick Up Policy. Should the participant not be picked up within a half hour of the end of the day, the Milpitas Police Department will be contacted.

Emergencies/Illness

If a child becomes ill, for safety, he/she will be isolated from the other children and you will be notified to come and pick up your child, either at the Milpitas Kid Fit area or if the camp is away at a field trip, from the field trip location they are currently at. Please be sure to keep Recreation Services informed of any changes in your work or emergency phone numbers, since this is the main point of contact that staff will be contacting you if an emergency should happen or if your child happens to get sick. If you cannot be reached, we will call the other emergency contacts that are listed on your registration form for your child and we will try all numbers until contact has been made and your child can be picked up safely.

In a case of an emergency and you need to contact your child, please contact the Milpitas Sports Center 408.586.3225

What to Bring to Camp Each Day

- Lunch and light snacks
- Backpack or bag for your campers personal items
- Wear comfortable clothing and closed toe shoes (no flip flops)
- Sunscreen (come to camp each day with some already applied)
- Reusable water bottle
- Change of clothes (just in case)
- Friday only, swim suit and towel

**Please label all of the items your camper brings with him/her to camp each day. At the end of each camp we find ourselves with countless unclaimed belongings: jackets, lunchboxes, clothes, water bottles etc. To avoid this we would appreciate if your camper's belongings are labeled so we know to whom we can return Lost & Found items.*

What NOT to Bring to Camp

- Electronics (tablets, video games, I-Pods, etc.)
- Cell Phones
- Flip Flops
- Knives or weapons of any kind
- Animals or pets
- Drugs or alcohol (any medications should be clearly labeled, listed on your campers allergy/ medical forms, and communicated to camp management staff)

**Milpitas Seasonal Day Camp does not assume responsibility for lost, stolen or damaged items. Infractions involving drugs, alcohol, weapons or other items that can potentially cause injury to the camper or others may result in dismissal from the program with no refund or re-admittance! In addition, Milpitas Police Department may be contacted for serious offenses.*

A SAFE CAMP IS A HAPPY CAMP!

Code of Conduct

The programs offered by the City of Milpitas' Recreation and Community Services Department have been designed to provide safe, fun and socially interactive and enriching environments, where all participants can have new and unique experiences. We pledge to provide positive support, care and encouragement for the individuals participating in its classes and programs. We encourage a safe and healthy atmosphere by supporting an environment free from drugs and alcohol, violence, intimidation, or harassment, profanity, or abusive language, vandalism and property damage.

All individuals are expected to abide by the 5 "C's" of the Code of Conduct; creating a fair, secure and friendly place to learn and play through:

1. CARE

Caring for self
Caring for others
Caring for the environment

2. COURTESY

Speaking and behaving politely towards others
Speaking and behaving kindly towards others
Showing excellence in manners

3. CONSIDERATION

Showing respect for self and others
Tolerating others
Thinking of the feelings/circumstances of others

4. COOPERATION

Contributing to a positive tone/image
Accepting consequences when rules are broken
Working, studying and playing cooperatively with others

5. COMMON SENSE

Use common sense by stopping and thinking carefully before doing anything!

Violation of the Code of Conduct outlined above may result in Disciplinary action up to and including expulsion from Milpitas Recreation Services Programs and facilities, forfeiture of fees, and financial restitution for any damage. In the case of a minor, parental responsibility will apply to all of the above actions.

I, _____/_____ (child/parent) have read and understand the Code of Conduct that has been set by the Milpitas Recreation and Community Services Department. I understand that by enrolling my minor child in Milpitas Recreation and Community Services Youth Programs that s/he is expected to abide by the Code of Conduct and that parental responsibility will apply to all of the above disciplinary actions and the Discipline Plan listed on the back of this form. I pledge my support to the Milpitas Recreation and Community Services Department to enforce the Code of Conduct and will help my child to live by the 5 "C's" at home.

Discipline Plan

Behavior Incident

1. Intervention - Private, verbal warning (without emotion)

Recurrence/Second Incident

2. Intervention - (Rethinking Time/Isolation from the group)

Recurrence/Third Incident

3. Parent phone contact by participant in the coordinator/instructor's presence, indicating that the next incident will result in removal or suspension from the program.

Recurrence/Fourth Incident

4. Coordinator/Instructor will contact the parent. PARENT removes participant from program. The child will be eligible to return to the program once parent(s) have attended a conference with the Coordinator/Instructor.

Notes:

1. Rethinking time can be used just for participants to reflect on their actions or write an explanation of their problem behavior. This can occur anywhere within the facility or just outside the facility where a staff member can monitor the participant.
2. Should a child need to be suspended and/or removed from a program, a parent must attend a conference with the Coordinator and/or Instructor prior to the participant being eligible to return to the program.
3. Participants start fresh each day.

The following behaviors could result in the **IMMEDIATE REMOVAL** of the participant:

1. Fighting (hitting/punching/kicking another participant, regardless of reason, or who hit first)
2. Physical abuse of a staff member
3. Direct abusive/obscene/profane language/gesture to staff

Contact Us

Milpitas Community Center

457 E. Calaveras Blvd.

Milpitas, CA 95035

(408) 586-3210

Monday-Thursday 8:00am-6:00pm

Friday 8:00am-5:00pm

Milpitas Sports Center

1325 E. Calaveras Blvd.

Milpitas, CA 95035

(408) 586-3225

Monday-Thursday 6:00am-9:00pm

Friday 6:00am-5:00pm

Saturday 8:00am-1:00pm

Andrew Mendes - Program Coordinator

1325 E. Calaveras Blvd.

Milpitas, CA 95035

(408) 586-3231

amendes@ci.milpitas.ca.gov