



Camp Carson Day Camp Parent Handbook

Dear Campers,

Thank you for choosing Carson City Parks, Recreation and Open Space! We are excited about this year's program. Some old favorites and some new additions will make Camp Carson a memorable day camp for your children. Camp Carson offers a Summer Day Camp, Winter Break Camp and Spring Break Camp for all children to enjoy. It is very important to us that your child's day camp experience at Camp Carson is relaxing, enjoyable, and fun. This Parent Handbook is designed to help make this happen. In this packet you will find basic logistical information, such as when and where to drop of your kids and ideas on what to bring, as well as some insights into our organized camp activities.

You will also find useful information on our website at www.carson.org/ccpr. If you have further questions or need any additional information, do not hesitate to send an email to the Recreation Program Supervisor at amenendez@carson.org or you may contact them at 775-283-7428.

*Sincerely,
Andrew Menendez
Recreation Program Supervisor*

Frequently Asked Questions

Do I have to be a Carson City Resident to attend Camp Carson?

No, we welcome kids from everywhere. Please feel free to join us at Camp Carson, wherever you come from.

What is Camp Carson?

Camp Carson is designed for children entering Kindergarten through 6th grade. Kinders will be located at the Kinder Building located near the Carson City Aquatic Facility. 1st and 2nd graders will be in the Gym of the Community Center. The 3rd, 4th, 5th, & 6th graders will be at the Marv Teixeira Pavilion. The programs are geared toward the specific age group. Games, arts & crafts, learning and friendships are the basis of the programs. Staff understands that while the younger children enjoy running and playing

most of the time, the Trailblazers tend to enjoy more individualized activities at times. The programs are designed to assist in the growth and acceptance of all children and interests.

Address:

Kinder Building
801 N. Roop St.
Carson City, NV 89701

Carson City Community Center
851 E. William St.
Carson City, NV 89701

Marv Teixeira Pavilion
1111 E. William St.
Carson City, NV 89701

Carson City Aquatics Facility
841 N. Roop St.
Carson City, NV 89701

Shirt Colors for Camp Carson:

Kinder (Kindergarten) – Orange
Wagoneers (1st grade) – Purple
Pioneers (2nd grade) – Red
Explorers (3rd grade) – Green
Mountaineers (4th grade) – Royal Blue
Trailblazers (5th/6th Grade) – Vegas Gold

What is the cost for Camp Carson?

The price per child for Camp Carson is \$100 per week, not including field trips. This includes guest speakers, local trips, movie day, meal day once a week and open swim for our summer camp program. Schedule is subject to change. Each group will have an activity that they will be participating in weekly for summer camp. Campers will change activities as they advance through the camp program.

Please Note: Any previous balances from past programs will need to be paid in full or put on a payment plan. To get on a payment plan, you may contact Maria at mdiaz@carson.org or 775-283-7430, Monday – Friday from 2:30pm-6:30pm. Management will need to review and approve the payment plan after contact is made with Maria. It is your responsibility to contact Maria should a payment fail for the week you are paying for. Failure to do so may resort to your child being un-enrolled from the program.

What are the hours for Camp Carson?

It's sad, but true – at some point your children will have to leave camp for the day. Camp Carson hours are from 6:30am-6:00pm. Parents need to pick up their camper(s) by 6:00pm. If you are running late, please contact Maria at 775-283-7430 and/or your child's site/group phone.

All late fees will need to be paid in full in order to register for the next semester/camp/week of the program After the completion of the semester/camp or once your account accumulates \$200 in late pick-up fees, whichever occurs first. We reserve the right to un-enroll your child from the program due to unpaid late fees.

Please Note: A \$10 late fee will be assessed beginning at 6:01pm for every 15 minutes your child is picked up late. An automatic charge will be applied to your account. You may pay the balance online, at the pool or at the Community Center. At 6:05pm, staff will contact parents, emergency contacts and all authorized pick-ups if no contact is made to staff regarding the pick-up of your child. After 30 minutes with no communication, we reserve the right to contact authorities to pick-up your child.

Does my child need a Camp Shirt?

All Campers are required to wear their Camp shirts every day. Parents will be called to bring a shirt if one is needed. This is for safety!! Camp Shirts (\$9 each) may be ordered at the time of registration. **Management will assign a shirt to the child and charge it to the child's account if your child does not come to camp with their assigned camper shirt and parents do not drop off their assigned camper shirt to them in.** We will be offering an early T-shirt pick up day on Thursday, June 6th and Friday, June 7th two weeks before the start of camp from 2:30 pm until 6:15 pm in the Community Center Conference Room. You may also purchase Camp shirts during this week at the pool or at the Community Center Conference Room. T-shirt pick-up will also be offered Monday, June 10th – Friday June 14th from 2:30 pm until 6:15 pm in the Community Center Conference Room. PLEASE BRING YOUR RECEIPT. You may also purchase Camp shirts during this week at the pool or at the Community Center Conference Room.

What are your sign-in/out procedures?

Bring a picture I.D. everyday!

Camp Carson and Capital Kids Before & After-School Program will now be using the ActiveNet Connect app on tablets to keep children's and parents information private and increase safety with the use these devices. We will now require all parents to update their Authorized Pick-Ups. Previous Authorized Pick-Ups will not rollover so you will need you to make sure we get those updated for you. You may fill out an Authorized Pick-Up form at the site your child attends, or call the Community Center Registration Office at 775-283-7430 between the hours of 2:30pm—6:30pm. You may also contact the Recreation Program Supervisor at 775-283-7428 if you need help with adding authorized pick-ups.

When picking up your child or an authorized pick-up picks up your child, make sure to **bring a picture I.D. everyday** unless you or they have a photo stored in the ActiveNet Connect app.

When you drop your child off, please walk your child into their site and sign them in. We do not accept a camper's drop off unless a parent/adult has checked them into our program. Staff is not responsible for the children until they are signed in or after they are signed out. When a person comes to pick up a child, staff will ask for a picture I.D. This is for the safety of our participants. **NO** child will be allowed to leave with anyone that is **NOT** listed as an authorized pickup unless approved by the child's parent. All Campers **MUST** be signed out prior to leaving. To make a **change** to your child's information, a Change of Information Form must be completed, signed, and dated by a parent/guardian. Change of Information Forms are located at your child's site or at the Community Center from 2:30pm-6:30pm.

Do you provide Special Accommodations?

The Carson City Recreation Division is committed to providing reasonable accommodations and accessibility for all participants. To ensure that we can meet your accessibility needs, upon registration contact the Program Supervisor and request a Modification Information Form that can better help us better meet your child's needs.

Where are your Camp Locations?

The Kinder Program will be located in the Kinder Room located near the Carson City Aquatic Facility. Wagoneers (1st grade) and Pioneers (2nd grade) will be located in the Gym of the Carson City Community Center. **Please note, parents will drop off and pick up through the West side glass doors. All other doors will be locked for security. (The west side of the Community Center faces the Carson City Public Library)** Explorers (3rd grade), Mountaineers (4th grade) & Trailblazers (5th/6th grade) will

meet at the Marv Texiera Pavilion. On Fridays, Field Trip Days, all campers will need to be dropped off and picked up at the Community Center.

NOTICE: ON THE FIRST WEEK OF CAMP, JUNE 17 – JUNE 21, ALL CAMPERS WILL NEED TO BE DROPPED OFF AND PICKED UP FROM THE COMMUNITY CENTER AS THE MARV TEXIERA PAVILION WILL BE IN USE AND CAMP CARSON WILL NOT BE ABLE TO USE THE FACILITY. WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE.

Will there be swimming lessons while my child is attending Summer Camp?

Swimming lessons are offered to ALL Campers and abilities! Lessons will be for the beginning swimmer to the more advanced swimmer. Lessons run Monday-Thursday 9:00am-9:30 am. The cost for 2 week session is **\$32.00**. Participation in this program is highly dependent upon your child arriving on time for lessons. We ask that all children enrolled for swimming lessons arrive at least 30 minutes before they are scheduled to start to ensure that they have enough time to properly prepare. Should your child arrive late, you will need to escort them to the Aquatic Center and then sign them in to Camp only **after** swimming lessons have ended. You may register online or at the Carson City Aquatic Facility. **STAFF IS UNABLE TO TAKE CHILDREN TO SWIM TEAM OUTSIDE OF NORMAL SWIM LESSON TIMES.**

Will there be additional Field Trips at Summer Camp?

Each group is offered Additional Field Trips throughout the summer. These trips are an additional cost and may be paid for online or at the Aquatic Facility. Please look at the calendar for group dates, trips, and cost. Note: Enrollment is limited for each trip. Fees that are paid are **NON-REFUNDABLE OR TRANSFERABLE** unless activity is canceled by CCPR staff. Carson City Parks and Recreation reserves the right to cancel additional field trips due to weather or lack of participation, or change the venue due to weather. Please remember your child **MUST** wear their Camp shirt and be enrolled in Camp during the week of the trip. **Your child MUST show up on time to participate in the trip.**

What is your medication policy while my child attends your camp?

Summer Camp staff cannot hold or dispense ANY medication. If your child needs to take medication, they need to do so before they arrive at Camp or after they are picked up. If that is not possible, a parent must come and administer the medication. ALL medication should be listed on your child's registration information page. We **HIGHLY** encourage children with epi-pens to be aware of signs of onset and how to self-administer. It is also asked that children with an epi-pen or inhaler carry a small bag with them everywhere they go and include their personal equipment. Please let staff know if your child requires accessibility to their epi-pen or inhaler and note it on your child's information page.

Do you provide snack or lunches to your campers?

Staff does not provide food to children. Camp Carson will be working with Food for Thought to provide an optional lunch for kids on Wednesdays of every week. Parents will need to notify staff by the end of Tuesday, at 6:00pm of that week if you would like your child to participate in our optional lunch program.

Staff encourage children to eat their "grow food" first at lunch & snack time. Children should have enough healthy energy to get through a busy day. Please pack a big lunch, 2 snacks, and plenty to drink each day. There are **NO** microwaves or refrigeration for lunches; please pack all food in an insulated lunch box. Children must be able to feed themselves. Staff will regularly check on children during lunch

but we are **NOT** responsible for making sure your child eats. Also, children will have access to water fountains throughout the day.

It is asked that children take their water bottles with them when they are off site.

If there is a birthday and a parent brings in a treat for the children, we will hand them out at the end of the day when children are signed out. This way, parents can make the decision if their child can have the treat.

While it may occur, the staff does **NOT** allow children to share food with others. This is for the safety of children with allergies. If your child has a food allergy, please teach them that they should not take food from others and let the staff know.

Do you have Lost and Found?

Every summer we are left with **tons** of articles from our campers. Please put your child's name on EVERYTHING he or she brings to Camp. Please do not send anything valuable that may become lost, broken, or stolen. **WE ARE NOT RESPONSIBLE FOR ANY ITEMS THAT THE CHILDREN BRING TO CAMP.** Please do not let your child bring squirt guns or water balloons to camp; if they do, they will be taken away, and given to parents at the end of the day.

May I visit my child?

As long as your name is on your child's list, you may come to visit **your child** at any time. Your I.D. will be checked prior to visiting on or off-site. You may also call anytime to check on your child. Remember, this is your program!

What type of training is offered for Summer Camp staff?

Staff undergoes an extensive interview process. All staff receives at least thirty hours of training that includes Certification of First Aid & CPR, behavior management, Blood Borne Pathogens, Mandated Reporting, and teambuilding. All staff is drug tested prior to working and staff that are 18 & over undergo a fingerprint background check and attend a City sponsored Driver's Safety Course.

Does Camp Carson staff provide any personal care to children?

Carson City Recreation does not provide services such as toileting, feeding, or the changing of clothes. Children need to be potty-trained to attend camp.

How can I find my child's group when checking-in/out of camp?

The groups will be at their scheduled drop-off/pick-up locations until 9:00am and after 4:30pm. Between 9am-4:30pm, the groups are scattered throughout Mills Park, the Community Center, or on field trips. If you need to pick up your child before 4:30pm, please inform your child's staff at the beginning of the day. They will be able to tell you where your child will be and have them ready to leave. All groups are asked to have the campers back to their scheduled pick-up place by 4:30pm. **Occasionally large community events cause our program to be displaced. Please understand that on these days the normal locations may be altered.**

In the event of a lightning storm, fire, smoke or heat in the area, we will have all children from the Pavilion go to the Community Center. Please be patient when picking up your child on these days if they happen to occur.

What is your summer camps discipline policy?

Participants are expected to follow camp rules at all times and can accomplish this by showing respect to all other participants and staff, refraining from abusive language, refraining from causing bodily harm or showing disrespect for equipment, supplies and facilities. If there is a behavioral problem with your child, we will write an Incident Report and you will be notified at the end of the day or by a phone call.

Incident reports stay in your child's file throughout their participation in all of the youth programs.

Depending on the severity of the incident, management will decide the proper discipline procedure that is best for the child and the program. This may include being sent home for the day, parent conference, suspension, or expulsion. Incidents are cumulative. **A parent may be called at any time to pick up their child from the program for behavior issues. WE RESERVE THE RIGHT TO SUSPEND OR REMOVE PARTICIPANTS FROM PROGRAMMING WHOSE BEHAVIOR ENDANGERS THE SAFETY OF THEMSELVES OR OTHERS. Examples of inappropriate behavior (BUT NOT LIMITED TO):**

1. ABUSIVE LANGUAGE/ INAPPROPRIATE GESTURES - The use of foul or unkind words, inappropriate gestures toward participants, staff, or self.
2. FIGHTING/ASSAULT - Injuring another participant, staff or self.
3. DISRESPECT OF STAFF AND PARTICIPANTS - Not listening to staff members - not following directions.
4. MISUSE OF SCHOOL OR CAPITAL KIDS/CAMP CARSON PROPERTY - Improper care of equipment or items that belong to the Capital Kids/Camp Carson location, the school, or to another person.
5. STEALING - Removing items from staff, Capital Kids/Camp Carson locations, the school, or participant's personal belongings without permission.
6. SPITTING - Spitting on property, equipment, others or self.
7. FAILURE TO ADHERE TO SCHOOL SITE/FIELD TRIP FACILITY SPECIFIC RULES - Disobeying rules established by the Carson City School District Administration or management at any field trip facility.
8. RUNNING AWAY - Leaving the immediate area of supervision.
9. LYING WILL NOT BE TOLERATED - Always tell the truth.
10. HARASSMENT - Harassment of any form will not be tolerated.

Reminders about Camp Carson:

- **Campers are required to wear their Camp shirt EVERY DAY.**
- Do not send **ANY** toys or valuables to Camp. We also ask that cell phones, electronics (video games), and or gaming cards (**Yu-Gi-Oh, Pokemon, etc.**) be left at home unless it is an approved and scheduled activity for the day, please see group lesson plans. **If any of these items are seen, Management reserves the right to hold these items in the office until children are picked up.**
- All belongings should be packed into your child's bag every day, lunches included. Please label everything.
- Please pack a big lunch, 2 snacks, and plenty to drink each day. (NO refrigeration or microwaves for lunches.)
- Your child should have a water bottle every day to take outside and off site with them.
- **SWIM DAYS @ CARSON AQUATIC CENTER: ****

Kinders:	Thursdays (Access to toddler pool)
Wagoneers:	Thursdays (Access to toddler pool)
Pioneers:	Thursdays (Access to toddler or big pool-indoor)
Explorers & Mountaineers:	Tuesdays (Access to big indoor or outdoor pool)
Trailblazers:	Tuesdays (Access to big indoor or outdoor pool)
- Throughout the day, we will help (face and neck) or remind the children (dependent on age) to apply sunscreen. Please make sure your child has their own sunscreen to use.
- **Please do not allow your child to wear flip flops to Camp.**

What is Kinder Camp?

This is a program for participants entering Kindergarten in the upcoming school year. Kinder Campers will meet in the Kinder Room in the Community Center Gym.

Things you should know about the Kinder Program:

- You child **MUST** be registered in Kindergarten through the School District in order to be eligible to participate.
- **Kinders are required to wear their Camp shirt EVERY DAY.**
- Campers must be completely potty trained and able to feed themselves.
- All belongings should be packed into your child's bag every day, lunches included. Please label everything.
- Lunches should not contain any food that will need refrigeration or heating.
- Please pack a big lunch, 2 snacks, and plenty to drink each day. Your child should have a water bottle every day to take outside and off site with them.
- Swimming will be on Thursdays at the Carson City Aquatic Center.
- Kinders will have access to the toddler pool only.
- Throughout the day, we will help the children apply their sunscreen to their face and neck. Please make sure your child has their own sunscreen every day.
- **Please do not allow your child to wear flip flops.** The children have a very difficult time running in flip flops. Adhering to this request can be a great help in lessening the chance of toe and or foot injuries.
- Staff asks that **ALL** toys be left at home, this includes all electronics. These items cause sharing issues between the children.
- Please know that this group will focus on activities geared toward entering Kindergarten. If you have questions regarding specific activities, please feel free to ask the Kinder staff or Management.
- Staff is aware that the transition of attending a new facility is strange, and at times, difficult for some children and parents. We ask that you allow approx. 2 weeks for this to resolve. If you want to check in on your child, please feel free to contact the Recreation Programs Supervisor at 283-7428. Also, please make drop-offs quick.
- Often times, children become more emotional when parents stay too long. Don't worry; they will be fine once they begin playing with others.

Parents:

Please apply sunscreen to your child before dropping them off at Camp. Staff will either assist or remind the children (depending on age) to put on their sunscreen throughout the day. **THEY MUST HAVE THEIR OWN SUNSCREEN TO USE.**

What is your weather policy for the programs you offer?

When the temperature reaches 100 degrees outside, we will bring the kids that are at the Marv Texiera Pavilion to the Carson City Community Center.

Camp Carson follows AirNow's temperature model. When Carson City's air quality goes into the Orange (USG), we bring the kids indoors but do not suspend outside activities. When Carson City's air quality goes into the red (Unhealthy), we will bring the kids indoors and will suspend outside activities until the temperature decreases.

The main lightning safety guide is the 30-30 rule. After we see lightning, we start counting to 30. If we hear thunder before we reach 30, we go indoors. We will suspend activities for at least 30 minutes after the last clap of thunder.

Does Carson City Youth Programs accept donations?

Carson City Parks and Recreation accepts donations of games, arts & craft supplies, and other age appropriate items. If you are cleaning out your closets and discover your child's outgrown items, please feel free to contact the Recreation Program Supervisor to discuss an appropriate drop-off time and location. Thank you in advance for your contribution.

What time do the kids eat?

Approximate Meal Times:

Morning snack 9:00-9:30am, Lunch 12:00-12:30pm, and Afternoon Snack 3:00-3:30pm.

What Activities will be offered?

We offer a variety of activities at Camp Carson. This year at Camp Carson we have a local field trip, movie day, swim day at the Carson Aquatic Facility, one meal day a week and a Field Trip every Friday (**cost is not included**). There will also be other activities throughout the week that include arts & crafts, S.T.E.A.M., teambuilding, game days and much more.

Please Note: The Field Trip on Friday is not included in the pricing. In order for your child to be signed up for the Field Trip you may register them online at www.carson.org/ccpr or in person at the Carson Aquatic Center, located at 841 N Roop St, Carson City, NV 89701.

Where can I register my child for Camp Carson?

You can register your child for summer camp online at www.carson.org/ccpr or in person at the Carson Aquatic Center, located at 841 N Roop St, Carson City, NV 89701.

What else should I know?

- **Make sure to provide your kids with plenty of water.** We want to make sure they don't get dehydrated.
- **All Camp Staff hold First Aid and CPR certificates** to assist in emergencies. In the unfortunate event that an emergency occurs, please know that the closest hospital is Carson Tahoe Regional Medical Center and is approximately a 10 minute drive from the Carson City Community Center.
- During all pool and lakefront activities there are **staff that hold a lifeguard certification and can provide needed response in the event of an emergency.**

PACKING CHECKLIST LIST FOR CAMPERS

Here is a list of items you may want your kids to bring to help make their day more comfortable.

- Camp Shirt
- Plenty of Water
- Lunch with plenty of snacks (2 snacks a day)
- Sweatshirt
- Bathing suit
- Beach towel
- Sunblock

A tentative schedule of activities and meals can be found on our website. If you have additional questions please contact the Program Recreation Supervisor at 775-283-7428. We look forward to seeing you at Camp Carson in Carson City soon.