Dear Parents,

Welcome to our second Lodi Kids Camp! Thank you for entrusting us with your child, and we are especially grateful to our many returning families who helped us navigate through a successful summer last year. Our goal is to provide you with important and useful information in this 2019 Parent Handbook.

Some of our returning families will see some changes this year, which is based on your feedback and our desire to better serve you. We’ve moved our F.A.S.T. Sports camp from the National Guard Armory to Lakewood Elementary School, and rather than a single drop-off/pickup location for extended day camps, we have two options.

Whether your child is enrolled in Summer Blast, Kid Drama, F.A.S.T. Sports, Outdoor Adventure or the Counselor-in-Training program, we will keep them safe, engaged and inspired. We sincerely appreciate your positive response in our parent surveys after both sessions last year, and will strive to earn your approval this year and be even better communicators. We’ve doubled the number of youth enrolled in our Counselor-in-Training program this year, including a number of those who were campers last year, as we develop future program leaders!

Child development experts recognize summer camps as valuable ways to help children mature socially, emotionally, intellectually, morally and physically. We recognize we have a role in that development, and our department has joined the American Camping Association to receive training and information about best practices for children’s summer camp.

Recreation Manager, Rachel Sandoval, who has overseen our after-school programs for 18 years, is certified as a Camp Direction by the American Camping Association. That certification reflects more than 40 hours of training in preparation for this summer. In addition, Deputy Director, Cathi DeGroot, has over 15 years managing multiple-venue summer camp programs. And most importantly, our Site Supervisors have been with the department for more than three years working with the LUSD After School Program and the entire camp staff is certified in first aid and CPR.

We’re pleased that Lodi is among the 84 percent of parks and recreation agencies that provide summer camps, and we look forward to being part of your child’s best summer ever.

Sincerely,

Jeff Hood, Director
Parks, Recreation, and Cultural Services
Camp Administration
Cathi DeGroot, Deputy Director (209) 333-6800 X 2450
Rachel Sandoval, Camp Director (209) 400-1434
Dave Sauseeda, Program Coordinator (209) 333-6800 X 3139
Jose “Nacho” Alejandre, Program Coordinator (209) 333-6800 X 3140
Customer Service (209) 333-6742

Camps Site Supervisors Site Phones
Summer Blast Alexia Gomez (209) 810-8014
Kid Drama Brenda Contreras (209) 810-0238
Summer Blast/ Fast Sports Sierra Marion (209) 810-8361
Outdoor Adventure Jissette Chism (209) 810-8013

Any questions regarding swim lessons/aquatics please call
Andrea Brossman 209 333-6800 ext 6782 or Tyler Ashbaugh 209 333-6800 ext 2421

Camp Locations and Drop Off and Pick Up

<table>
<thead>
<tr>
<th>Before and After Care for Summer Blast/Kid Drama</th>
<th>125 S. Hutchins St.</th>
<th>South parking lot Hutchins Street Square (pool side entrance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Blast</td>
<td>125 S. Hutchins St.</td>
<td>South parking lot Hutchins Street Square (pool side entrance)</td>
</tr>
<tr>
<td>Kid Drama</td>
<td>125 S. Hutchins St.</td>
<td>North parking lot Hutchins Street Square</td>
</tr>
<tr>
<td>Before and After Care for Outdoor Adventure/ F.A.S.T Sports</td>
<td>1100 N. Ham Ln.</td>
<td>Lakewood School, Multipurpose (entrance off Ham Lane, school parking lot)</td>
</tr>
<tr>
<td>F.A.S.T.</td>
<td>1100 N. Ham Ln.</td>
<td>Lakewood School, Multipurpose (entrance off Ham Lane, school parking lot)</td>
</tr>
<tr>
<td>Outdoor Adventure</td>
<td>1101 W. Turner Rd.</td>
<td>Lodi Lake Park, Kiwanis Shelter Area (behind brick restroom building)</td>
</tr>
</tbody>
</table>
Site Supervisors and Counselors

Rachel Sandoval
Dave Sauseda
Jose Ignacio Alejandro

Jissette Chism
Brenda Contreras
Sierra Marion

Alexia Gomez
Kayla Beckler
Lizeth Segura

Delfina Orejel
Emily Warmerdam
Melissa Gunn
Parent Information:

- Camp hours are from 9 am to 4 pm. Please do not drop off any earlier than 8:45 am.
- Extended Care drop off is at 7 am. After Care pick up at the end of camp is no later than 6 pm (see late pick up procedure on page 9).
- Follow pick up and drop off procedures on page 9.
- We will communicate with parent via e-mail; please ensure you have a current e-mail on file with our customer service team/registration office.
- Parent will need to provide lunch daily; healthy snack will be provided daily.
- To ensure timely communication, parent must provide updated phone numbers on emergency pick up lists.
- Parent is expected to keep child home from camp if sick (*see health & wellness section).
- Parent will need to provide all necessary items needed for camp field trips:
  - i.e. Swimsuit, towel and sunscreen for swim field trip
- Campers are required to wear their camp t-shirts on field trips.
- Close-toed shoes and play clothes required as camp attire.
- Parents must ensure that a medical/allergy form is on file with our customer service team/registration office for your child; if there are any dietary or special health considerations, or special needs that need to be addressed at camp.
Daily Camp Schedule:
Depending on camp theme, some activities may vary. Check with Camp Site Supervisor if you have any camp questions.

7 am  
Extended Care arrival for Kid Drama/Summer Blast camps at the Hutchins Street Square Summer Blast Location (Holz Room)

7 am  
Extended Care arrival for Outdoor Adventure/Sports Camps at Lakewood School (Cafeteria)

8:45 am  
Extended Care Campers attending camp at Lodi Lake will walk from Lakewood School to their camp location.

9 am  
Regular day Campers arrive at their sites. There will be a designated area for them to place their belongings and a fridge is available where they can put their lunch if needed. Children will need to sit down quietly until roll is called and they are checked in.

9-9:30 am  
Children have a free choice of activity areas.

9:30 am  
Morning snack is provided for each child (you may provide your child with a snack from home if preferred).

10-11:30 am  
Arts and crafts, guest speakers, walks, outdoor play, and organized games.

11:30 am  
Activity clean-up. Campers will wash hands and get ready for lunch.

12-12:30 pm  
Lunch break

12:30- 1:30 pm  
Activities (i.e. outdoor walk, dodgeball, arts and crafts)

1:30-2:30 pm  
Free play, table games, and art/group activities

2:30-2:45 pm  
Clean-up for snack

3:00 pm  
Snack time

3:45 pm  
Afternoon extended care Campers at Lodi Lake will be walked back to Lakewood School cafeteria

3:45 pm  
Afternoon extended care Campers at Kid Drama will be walked back to Summer Blast Location (Holz Room)

3:30 – 4 pm  
Play games until parents arrive for pick-up
Parent Drop Off and Pick Up Responsibilities:
- Escort your child to the drop-off and pick-up zones indoors.
- We will not accept campers before 7am for extended day, or 8:45am for regular day.
- Sign camper in and out daily as per camp rules.
- Make sure your camper has his/her lunch with them upon arrival to camp.
- Clothing must be respectable and appropriate.
- Please make sure your camper has appropriate shoes every day.

Sign-In/Out Procedures:
- No early drop offs before 8:45 am; please pick up at or before 4pm (see late pick up procedure below).
- Photo Identification will be required, and only those who are listed on the emergency form will be allowed to pick-up a child.
- At no time will a child be released without the appropriate parent authorization.
- Forms of photo ID, other than a driver’s license, that are acceptable:
  - CA/State Identification Card
  - Student ID with name and photo
  - Passport with name and photo
- Staff will be responsible for making sure participants are signed in and out each day.
- Your child’s safety is our top priority, if you have any questions about these policies please call Rachel Sandoval, Camp Director, at (209) 400-1434.

Late Pick-up Procedure:
- If the child has not been picked up by 4pm for regular Campers or 6pm for extended care Campers, Staff will try to contact the parents/guardian from the Emergency information form.
- A late pick-up fee of $1 per minute late will be charged to the parents after 4pm (or 6pm for extended day), after 15 minutes, a flat rate of $30 will be charged. After 30 minutes, the Lodi PD will be contacted.
- If the parent/guardian cannot be reached, alternate persons listed on the emergency form will be called.
- We will not release a camper without the proper photo ID by the requesting adult.
- We will never leave a camper unattended.

Medication:
- We will follow the Emergency Action you have in place regarding medication.

Ratios:
- The ratio is 1 adult to 10 campers.
Health and Wellness checks:
We want to make sure all campers are healthy, happy, and ready to have fun. Campers attending camp cannot have the following contagions or illnesses:
- Fever
- Pink Eye
- Vomiting/Diarrhea
- Lice/Nits (We reserve the right to do random head checks, if we believe campers could have lice.)

**If they arrive at camp with any of these, or if it is not noticed at drop-off, we will call to have them picked up immediately**

Discipline protocol:
- Staff will redirect bad behavior whenever possible. Children will be given consequences for their negative behavior to help them make better decisions, choices and provide them an opportunity for self-reflection.
- Aggressive behavior, uncontrollable actions, or continued bullying will result in a call to the parent and possibly sent home.

Camp Rules:
- Camp is a device-free zone. No electronics are to be sent to camp.
- Be friendly, helpful and polite. Use appropriate language.
- Campers must wait for staff to escort them to the restrooms and drinking fountains.
- Campers may not physically harm, fight, spit, or play rough with another person.
- Be friendly and respectful to fellow campers and staff.
- Play fair, be honest and take turns.
- Campers must remain in the designated play area visible to site supervisors.
- Campers are responsible for proper use and care of materials and equipment.
- Campers may not ride bikes, roller blades, or skateboards on camp sites.
- NO Bullying/Zero Tolerance for Bullying.

Termination of Camp Services:
After all attempts have been made by parents and Camp Director to redirect unwanted behaviors, termination will follow if:
- Camper displays continuous acts of violence and aggression (includes any threats to harm)
- Camper is bullying or verbally abusive.
- Camper continually starts inappropriate conversations.
- Camper runs, hides, and/or will not follow the camp rules for the safety of themselves or others.
Sports camp and Outdoor Adventure extended care drop off and pick up

Sports Camp 9am to 4pm drop off and pick up

Enter here

Park here

Park here

Sign in camper at the tent

Lakewood Elementary School
Outdoor Adventure 9am to 4pm drop off and pick up
1101 W. Turner Road
Kid Drama 9am to 4pm drop off and pick up

- Enter north parking lot here
- Park here please
- Sign in campers at the table

Hutchins Street Square

W Oak St

S Hutchins St

W Walnut St
Summer Blast/Kid Drama 7am to 6pm extended care drop off and pick up only

Summer Blast 9am to 4pm drop off and pick up