



# SPRING 2025 KIDS KAMP – PARENT HANDBOOK

Welcome and thank you for enrolling your child(ren) in Kids Kamp! Our team has planned many fun-filled activities including sports, crafts, and so much more for our campers! This handbook is designed to provide each Kids Kamp participant and guardian with a general understanding of our program. If you have any additional questions please contact the camp supervisor:

### CONTACT INFORMATION

Kids Kamp Program Coordinator: Alyse Pichly  
Direct phone: (916) 434-3225  
Cell phone: (530) 328-8011  
E-mail: [alyse.pichly@lincolnca.gov](mailto:alyse.pichly@lincolnca.gov)

**On-site Kids Kamp cell phone (only active in season): (916) 316-1854**  
**General Recreation Office phone: 916-434-3220**

### WHAT WE DO

Our goal at Kids Kamp is to provide a fun, safe, age-appropriate recreation enrichment program that encourages social development, provides diverse experiences, and promotes health and wellness.

### CAMP STAFF

The City of Lincoln Kids Kamp program employs responsible, energetic, knowledgeable, caring, and committed staff. When we select our camp counselors we give high priority to applicants with the best ability to contribute to our campers’ positive day camp experience. In addition to having the necessary qualifications and experiences, counselors are screened through confidential references. Staff are CPR and first aid certified to ensure the proper care in case of an injury or emergency at camp. All of our staff will be fully trained on the importance of situational awareness and healthy hygiene practices. Staff that are experiencing any signs or symptoms of an illness will be asked to stay home.

### CAMP HOURS

**Monday through Friday, 9:00 AM-3:30 PM**

**Jump start the fun! – optional AM care:**

- Super Stater: 7:30 AM to 9:00 AM
  - Super Starter Weekly Rate (Monday through Friday): \$45.00 per camper
  - Super Starter Daily Rate: \$15.00 per camper

**Extend the fun! - optional PM care:**

- Fun Finale: 3:30 PM to 5:30 PM
  - Fun Finale Weekly Rate (Monday through Friday): \$60.00 per camper
  - Fun Finale Daily Rate: \$20.00 per camper

### CAMP LOCATIONS

<b>Monday-Friday</b>
Lincoln Community Center 2010 First Street Lincoln, CA 95648

### PROGRAM INFORMATION

Lincoln Recreation has planned an extensive schedule with specific daily programming and themed activities. Every day will be filled to the brim with fun and we’re dedicated to keeping our campers safe.

*\* Tuesday weekly Park Crawls drop-off/pick-up will be required before 10:30 AM and after 1:00 PM at the Lincoln Community Center. Drop-off/Pick-up at the park location will not be allowed.*

### PARK CRAWL TUESDAYS

Our exciting new element to Kids Kamp includes an excursion every Tuesday (weather permitting) to the one nearby City park. Campers will be dropped-off/picked-up at the Community Center before/after the crawl – due to safety, we cannot permit during. Crawls will begin with a 10:30 AM departure from the Community Center and 1:00 PM return time. Walking as a group is required and counselors will be assigned to groups of children with a 10:1 ratio in addition to floating staff.

\*There will not be an alternative option should campers not want to attend the Park Crawl – please take this into consideration when enrolling your camper for Tuesday!



## SPRING 2025 KIDS KAMP – PARENT HANDBOOK

### **GENERAL DAY AT CAMP**

Following check-in and morning announcements, campers are broken into activity groups and rotate to different parts of the Creekside Oaks school campus and Lincoln Community Center for activities until morning snack time. After snack time we head back to activity rotations prior to a 30-minute lunch break. Following lunch, we will resume with more activities until it's time to go home or stay for after-care! This is a general schedule and adjustments might be made as needed. For Extend the Fun hours, the whole camp will be grouped together to participate in activities.

**CHECK-IN/CHECK-OUT:** Check-in and check-out takes place at the Lincoln Community Center. You will check your child in at the front through our KidCheck system (see below). Once checked in campers will proceed to the designated check-in leader.

We require a parent/guardian to check children in, whether in person or over the phone, from their vehicle and a parent/guardian must sign children out upon leaving for the day. If someone other than a parent or individual listed on the registration materials is picking up your child for the day, please notify the site coordinator in writing at least 24 hours in advance. **Parents/guardians will not be permitted past the front doors after check-in or during check-out.**

### **KIDCHECK – \*IMPORTANT MUST READ\***

Nothing is more important to us than the safety and security of your children. That's why we chose KidCheck as our children's check-in/out solution. And now, check-in just got easier & safer!

With KidCheck you can sign your child(ren) in by phone number or scan card to make check-in quick and easy! Check-in is even faster and easier and takes just a few simple steps:

- You can either choose to download the KidCheck app or use the website and create a login. For the website to set-up your KidCheck account, go to [go.kidcheck.com](http://go.kidcheck.com). Make sure to add authorized and non-authorized guardians for a quicker check-out
- When dropping off/picking up your camper(s), counselors will collect your phone number to track the arrival/pick-up time

More detailed instructions and an overview are attached. Download the KidCheck Mobile App, from [App Store](#) or [Google Play Store](#).

**\*If your child will be walking to/walking home from camp please contact the Kids Kamp Coordinator prior to their first day as a form is required in advance\***

### **LATE PICK UP POLICY**

A "late pick-up" occurs when any child has not been picked up by the ending of their registered time (**3:30 PM** for Kids Kamp and **5:30 PM** for Fun Finale). The following policy and fees will be applied to all late pick-ups. Late pick-up fees are due and payable at the time of pick-up. If payment cannot be made on the day of the late pick-up, then the child may not return to camp until the late fee is paid. If more than two (2) late pick-ups occur, the child may be dismissed from the program.

Late pick-up fees: 15 minutes past registered ending time = \$5.00 per child; 30 minutes past registered ending time = \$10.00 per child. When a child has not been picked-up within 30 minutes of closing time (6:00 PM) by any of the authorized pick-up persons, and staff has not been able to reach any of these persons, the Lincoln Police Department will be notified.

### **ATTENDANCE**

The Kids Kamp program is designed on a drop-in basis with flexible timing throughout the camp day. Camp rates are not pro-rated for any reason, including your camper being dropped off late/picked up early in the day, illness, appointments, vacations, etc.

### **FORMS**

Forms are critical and required for all children. Please complete and return all forms to the recreation staff on the first day of camp and notify staff as soon as possible if any information changes. **Required forms must be completed before a child can participate in Kids Kamp.**

- Kids Kamp Emergency Form and Waiver

### **REFUND POLICY – Important, Please Read!**

Refunds are only guaranteed if written requests are submitted to the Kids Kamp Coordinator at least five (5) business days prior to the next camp date. If a request is made less than 5 business days from the start of the program then a refund will be determined on a case-by-case basis. **The 3% credit card convenience fee paid upon enrollment is non-refundable.**



## SPRING 2025 KIDS KAMP – PARENT HANDBOOK

### WHAT DO YOU NEED TO PACK YOUR CAMPER FOR KIDS KAMP?

- Peanut-free lunch (nothing that requires refrigeration or being heated up)
- Water bottle
- Sunscreen (spray on is preferred)

### SNACK/LUNCH

Participants will need to bring a bag lunch, at least one snack, and water bottle from home each day unless indicated otherwise by the Camp Coordinator. One packaged snack will be provided during our AM snack break, however, if your child tends to get hungry, please be sure to pack additional snacks. Please do not send your camper with anything that will need to be refrigerated or heated. We request you avoid packing any kind of peanut products due to severe allergies. Water fountains will be available on site and it is encouraged for campers to bring a reusable water bottle that they can refill throughout the day. Pizza Day takes place on Wednesday.

\*The community center vending machine is not open to campers until the end of their camp day\*

### CAMP LUNCH OPTIONS – Wednesday Pizza Days!

#### **Wednesday:**

**2 slices of pizza for each camper – Can choose from pepperoni or cheese**

**1 assorted soft drink per camper**

*Please communicate with camp coordinator or counselors if you **do not** want your child(ren) to participate in pizza day and/or if they have any dietary restrictions!*

### CAMP ATTIRE

Our program includes lots of fun activities that your child will enjoy more if he or she has appropriate clothing. Children should wear clothes that are comfortable and allow for physical activity, both indoors and out. Closed-toe shoes are a MUST!

### LOST AND FOUND

In order to prevent your child's belongings from getting buried in our Lost and Found pile, please make sure to label all items your child brings to camp, i.e. lunch boxes, water bottles, clothing, etc. Recreation staff will attempt to return items to their rightful owners, however, all remaining items will be sent to a local charity. It is recommended that campers not bring any toys or expensive electronics to camp as the City of Lincoln and Kids Kamp staff will **not** be responsible or liable for the loss or damage of any personal items.

### BEHAVIOR, CONDUCT AND DISCIPLINE

Our day camp is active and camp is more fun when campers fully participate in all activities. We plan for campers to participate in the majority of activities, and therefore, do not have designated staff to watch children who choose to not participate in group activities. If a camper consistently chooses not to participate in the camp, the Coordinator will discuss with guardians whether future participation in the program is the right fit for the child.

#### **Discipline Policy:**

Inappropriate behavior will be addressed promptly. The situation will be discussed by the staff and the participant(s) involved. The parent(s)/guardian(s) of the child(ren) will be made aware of the situation at the end of the day of camp, or, if necessary, will be called during camp.

The following disciplinary format is used:

- 1st Offense - Warning.
- 2nd Offense - Removal from activity and loss of portion of swim or activity time for that day.
- 3rd Offense - Removal from activity. Child will speak with the Recreation Coordinator and parent/guardian may be contacted.

Possible consequences include a "cool off" period where the child will sit out from an activity. Parents/guardians will always be notified the day of a behavioral or an incident/accident if their child was involved. Further offenses may result in the child being sent home or suspended from one or more full days of camp. If the behavior is such that the child is a danger to themselves or others, or is interfering with the program, you may be asked to pick up your child immediately. **No refund will be issued for children missing camp due to negative behavior exhibited by them.**

Physical aggression or violence is addressed as follows:

- 1st Offense - Removal from activity, speak with the Recreation Coordinator, parent will be called. If the child is uncooperative, violent, or disrespectful, the child will be sent home.



## SPRING 2025 KIDS KAMP – PARENT HANDBOOK

- 2nd Offense - Suspended from the pool swim or activity time; may also be suspended from an additional full day of camp.
- 3rd Offense - Permanent removal from the program.

The actions taken by staff will be governed by the age of the child and the behavior. If the staff feels the child is a danger to him/herself or others, they will be immediately suspended from the program. Our program is recreational in nature; staff is not trained in psychological or behavioral disorders. Staff will attempt to work with the child and the parent/guardian within reason, however, the safety of all the children and our staff is paramount. No child will be allowed to participate if they threaten the safety of others.

### **DRUGS, ALCOHOL, AND TOBACCO PRODUCTS**

Possession of any drugs, drug paraphernalia, alcohol or tobacco products by a camper are prohibited and deemed as cause for immediate notification of parents and dismissal from camp and **without** a refund. A camper dismissed for possession of these items will not be readmitted to Kids Kamp and may be reported to the local authorities.

### **MEDICATION/SUNSCREEN**

Staff is not allowed to administer medication to a camper. This includes pain medication, inhalers, and bee sting kits. **If your child requires medication during the camp day you must speak with the camp coordinator to get a form and arrange for yourself, the camp coordinator or senior staff to administer the medication. Only the dosage that is required per day is allowed to be brought to Kids Kamp and must be kept in a separate, labeled, resealable clear bag, which will be locked in a location only accessible by staff.** This program is designed to offer activities in an outdoor as well as an indoor setting where children can be physically active. Due to the structure of the program, campers must be healthy enough to physically participate in the daily flow of activities.

Sunscreen must be applied by the child's parent or legal guardian and must be labeled with the child's name in an effort to reduce exposure to allergens. Lincoln Recreation requests that parents/guardians apply sunscreen to their child before bringing them to camp. During the program, children will be asked to reapply their sunscreen on themselves, as staff and other children are not permitted to apply sunscreen to them. Please keep in mind that children may be exposed to the sun for an extended period due to certain activities; therefore, it is the child/guardian's responsibility to avoid sunburn. It is not The City of Lincoln's responsibility if sunscreen is improperly used or if the child gets sunburnt.

### **ILLNESS/INJURY**

The health and safety of each camper is our number one priority. ***IF YOUR CHILD HAS RECENTLY BEEN SICK, IS SHOWING SIGNS OR SYMPTOMS OF AN ILLNESS, OR YOU HAVE COME IN CONTACT WITH SOMEONE WHO IS CONTAGIOUS, PLEASE STAY HOME!*** Our staff are trained in emergency first aid and CPR. If an illness or injury happens during the camp day, we will provide first aid as needed. Guardians will be notified of minor injuries at the time of pick-up. For more serious injuries we will make every attempt to contact the parent/guardian using all numbers provided during registration. It may be necessary for you to pick up your child from camp. If an injury warrants, we will call emergency personnel and have the child taken to the nearest hospital.

### **CHILDREN WITH SPECIAL NEEDS**

If your child has any special needs that our team should be aware of please contact the Recreation Department prior to the first day of camp to discuss these needs. Please provide any/all information during registration that you think the camp staff should know. Our goal is to provide a quality experience for all children. The more information we have regarding the needs of your child, the better prepared we will be to serve your child.

**We look forward to a safe, healthy and super fun Spring Break at Kids Kamp!**