



Parks & Recreation Summer Outburst 2018



Parent Information Manual

Parks and Recreation Office

98 Richards Way

Phone: 353-2376 Fax: 353-2401

www.sparksrec.com

Welcome to Summer Outburst 2018. Camp is open from 7 a.m.- 6 p.m. weekdays and will be closed on Wednesday, July 4th. Summer Outburst is designed for children entering 1st - 7th grade. The program provides a healthy environment for children to experience peer socialization and recreation in a summer day camp setting. Children will have the opportunity to participate in group games, art projects and field trips regularly. The program is located at the Rec. Gym at 98 Richards Way. Enrollment is taken on a first come-first served basis.



I. REGISTRATION

Initial registrations must be made at the City of Sparks Parks and Recreation Department Office at 98 Richards Way. The Recreation Department Office hours are **Monday -Thursday**, 7:30 a.m.- 5:30 p.m. Registration is based on weekly attendance. Daily drop-in registration is permitted only if space is available beginning the **Thursday** prior to the week of desired attendance and is taken on a first come-first served basis. Both the daily and weekly fees vary depending on residency. Payment must be made **before** the child(ren) attend the program. Children **may not** be left at the program before payment is made. Payment is available over the phone during business hours, by calling 353-2376 or via the internet at www.sparksrec.com. Online registration is available each week from 12 noon on Monday to 12 noon on Friday. All "week of" registrations must be made by phone or in person at the Recreation Office. **All children must have a current emergency form on file with Parks & Rec. in order to register and before attending the program.**

If a child's name is not on the roster at drop off, the parent/guardian will be asked to provide a receipt as proof of payment, otherwise they will be required to wait until staff can confirm registration. Children may not be left at the program until payment/registration has been confirmed. In order to minimize any confusion, we recommend making payment at least one week prior to attendance.

Fees: Fees for the 2018 summer season are \$150.00 per week, \$125.00 for Sparks residents. An additional fee of \$10 is applied to "week of" registrations. Drop-in (single day) fees are \$45.00 per day and \$38.00 for residents. Drop-in (single day) registration will be accepted beginning Thursday before the week of desired attendance or during the week of desired attendance based on availability. Anything less than a full week registration is considered a drop-in.

More detailed information regarding program payment is available in the Sparks Parks & Recreation Spring/Summer Activity Guide.

Emergency Forms: An emergency form is required for participants in all Sparks Youth Watch Programs. The form must be filled out by a parent or legal guardian only. Brothers, sisters, cousins, grandparents, step parents etc. are not permitted to fill out the form unless they have legal custody of the child. The form must be filled out and submitted before the start of the program. Children will not be allowed to attend the program until this form is completed and on file. Any necessary changes to the emergency form need to be made at the main office at 98 Richards Way by the person who originally completed the form. **A parent cannot give permission over the phone allowing his or her child to leave the program with someone who is not listed on the emergency form.**

2018 Summer Outburst Sessions

SESSION	ACTIVITY #	SECTION	DATES
1	306403	#1	6/12-6/15
2	306403	#2	6/18-6/22
3	306403	#3	6/25-6/29
4	307403	#1	7/2-7/6 *No 7/4
5	307403	#2	7/9-7/13
6	307403	#3	7/16-7/20
7	307403	#4	7/23-7/27
8	307403	#5	7/30-8/3

II. DAILY SCHEDULE

All age groups (1st-7th graders) will be mixed from approximately 7–9 a.m. and from 4–6 p.m. daily. During the bulk of the day (approximately 9 a.m. - 4 p.m.) children participate in activities within their assigned group. The 4 groups are for kids entering: 1st grade, 2nd grade, 3rd grade & 4th - 7th grade. Children must participate in their age appropriate group. Coordinators plan weekly field trips and other activities related to the weekly theme. Each age group will have a different activity schedule each week. Parents can pick up activity schedules at 98 Richards Way or download them at www.sparksrec.com. They are usually ready by the Wednesday prior to the activity week. The program schedule for each age group will be assigned a color that will remain the same throughout the summer. Any unexpected changes to the scheduled activities will be posted at the sign-in/out table.

Check In: In order to prepare for the day, we ask that children are at the site no later than **9:00 a.m.** Depending on the scheduled activity, there may be days that the groups leave before 9 a.m.. Specific times for early drop off will be indicated on the weekly activity schedules. It is very important that the children arrive on time to receive the daily instructions and so the staff can be prepared for all the children. Children that arrive after their group has left for a trip will not be transported to their group. When this occurs, parents will be required to deliver the child to their assigned group at the off-site location. All children must be signed in at their arrival time.

Check Out: Picture ID will be required of everyone who is picking up a child every day. Only people listed on the emergency form will be authorized to pick up children. Field trips will strive to return by 4 p.m. but check the activity schedule daily for variations in the schedule.

Lunch Program: New this year!! The Food Bank of Northern Nevada will be offering free lunch to our program participants. We encourage families to pack snacks and water daily, but a sack lunch will be an option available for all families. Simply add your child(ren)'s name to the lunch clipboard assigned to their group at morning drop off if you would like to receive lunch.

Sunscreen: We ask that the first application of sunscreen be applied by parents/guardians daily, before arriving to the program. Each child needs to bring a bottle of sunscreen (only siblings in the same group may share). This bottle should be labeled and brought with your child every day. Younger campers will bring sunscreen that will remain in the group sunscreen box for the duration of the summer. This helps assure availability of sunscreen and reduces the chances of it being misplaced. Please keep in mind that **spray-on sunscreen does not last** as long as lotion. When sunscreen begins to run low, a notification will be sent home as a reminder to send more. Check with your child's Group Coordinator for his/her group specifics. We require the children reapply sunscreen regularly.

Swimming: Swimming is a regular part of the Summer Outburst schedule. Although staff review water safety and pool rules with children regularly, we ask that parents do this as well. Please direct any concerns regarding swimming to your child's Group Coordinator and indicate on their e-form as well. Children are required to take a swim test prior to entering the deep end of the pool each week. Parents are encouraged to send a Coast Guard certified flotation device for children that are non-swimmers. Summer

III. POLICY/PROCEDURE

Participant Conduct: Discipline is used as a “learning opportunity” rather than a “punitive experience”. Leaders encourage the children to respect themselves, each other, staff, and property. When children violate program rules, a discussion with the child will occur to make sure he or she understands the undesired behavior. If repeated violations occur, a written report (Conduct) will be filed and parents will be notified of behavior problems by a Group or Site Coordinator. Staff will not discuss disciplinary issues regarding other children in the program.

Reoccurring behavior problems can lead to suspension or permanent expulsion from the program if determined necessary by the Recreation Supervisor.

Children are expected to:

- Treat others with respect*
- Follow directions, written and verbal*
- Use appropriate language and tone of voice*
- Keep hands and feet to themselves*
- Play safely without endangering ones self or others*
- Ask permission before leaving the play area*
- Use playground equipment safely and appropriately*
- Respect animals, plants, and trees*
- Clean up after themselves*
- No dangerous or destructive materials are to be brought to the program*



In the event of physical aggression toward other participants, staff etc., everyone involved will be sent home immediately.

Parent/Guardian Conduct: Parents/guardians are reminded to treat program staff courteously and respectfully at all times. If you have a problem or concern regarding your child or the program, please direct your concerns to the Site Supervisors or the Recreation Supervisor. Inappropriate conduct by parents/guardians could result in removal of the child from the program.

Late Pick Up: A late fee will be charged for pick up after 6 p.m. The fees are applied as follows:

- \$5 for the first five minutes late
- \$10 for 6 - 10 minutes late
- \$15 for 11 - 15 minutes late
- \$25 for 16 - 20 minutes late
- \$30.00 for 21 – 30 minutes late

Pick up after 6:30 p.m. is billed at \$1.00 per minute.

After a period of 30 minutes, social services and/or the police may be notified.

If a parent is notified to pick up a child during camp hours due to behavior problems, illness etc., a late fee of \$1.00 per minute will apply starting 45 minutes after the parent has been notified.

Late Fees are not negotiable.

Dress/Appearance: For safety purposes, campers should wear closed-toed shoes every day. Flip flops, water shoes or sandals can be included in backpacks for swim and water days. Dress should be clean and free from tears and holes. Tops must cover the upper and middle torso at all times. Tube tops are not permitted at camp. Other attire that is deemed inappropriate will be addressed on an individual basis.

Personal Belongings: Children are responsible for their personal belongings (including money). Staff will not be held accountable for lost articles. Electronic devices such as **cell phones and video games are not allowed at camp**. Children are encouraged to bring a backpack for daily supplies **and leave personal items at home**.

Children should bring the following items every day:

- A change of clothes & extra socks
- A warm sweater or jacket
- Water bottle
- Sunscreen
- Large sack lunch & 2 Snacks (*please* no microwavable items)
- Plastic bag for things that may get wet

POLICY/PROCEDURE (continued)

Illness/Injury: Please keep children at home when signs of infections or illness appear. This is for the child's welfare as well as the welfare of others in the program. A child is contagious at the onset of cold symptoms (weepy eyes, coughing/sneezing, runny nose) and should be kept at home until these symptoms disappear. At no time will a child with a fever, vomiting, head lice or other contagious affliction be allowed at camp. If a child's health is questionable to the staff, parents will be asked to pick up the child immediately. Parents are expected to pick up the sick child within 45 minutes of notification. If it takes longer a late fee may be charged.



If an accident occurs during the program, staff will notify a parent/guardian as soon as possible. Please keep phone numbers and emergency contact information current. With the exception of life-threatening emergencies, efforts will be made to reach an emergency contact person before calling professional medical personnel. If staff decides a child needs immediate medical

attention, professional medical personnel may be called to evaluate and/or transport the child to the hospital. If a child has been exposed to a communicable disease, a notice will be posted at the site.

Medication: If a child needs medication while participating in the Summer Outburst program a parent must complete the Medication Authorization Form and provide medication in the manufacturers or prescribed container (please, no "baggies"). Participants medication will be stored in a secure location at each site or with a designated individual during trips away from the program site. Depending on the planned activities for the day, refrigerating medication may not be possible.



The staff will give the medication container to the child and supervise as he or she takes the appropriate dosage. It is the responsibility of the person picking up the child to ask for the medication at the end of the day.

Allergies/Special Medical Condition: If your child has severe allergies, diabetes, epilepsy or another medical condition that requires close monitoring, please schedule a meeting with the Recreation Supervisor and program staff *prior* to participating in the program. In order to minimize risks and provide a safe environment for all children, we ask that parents/guardians maintain frequent and

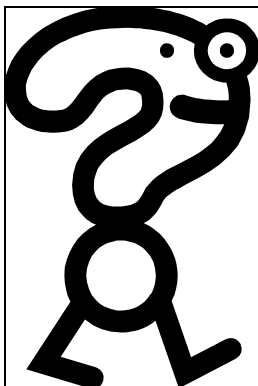
Program Phone Numbers:

Program Cell: 691-1983

Rec Gym: 353-2402 (land line)

1st Grade Group Cell: 354-9372

2nd Grade Group Cell: 232-8671



IV. QUESTIONS

We look forward to a successful, eventful, and entertaining summer and hope your child(ren) are as well. Please keep the program staff informed with any information pertinent to your child and the activities of the program so that we may make any adjustments necessary. If you have any questions or concerns please contact the Parks and Recreation Office at 353-2376 or notify a staff member at the Recreation Gym.