Welcome!
The Sports Camp Parent Handbook is designed to help you and your child become familiar with our program. Please review this handbook for any questions you might have about our program.

City of West Sacramento Parks and Recreation Department
2801 Jefferson Blvd.
West Sacramento, CA 95691
Phone: (916) 617-4770

“We Create Community Through Our People, Our Parks and Our Programs”
About Sports Camp

The Sports Camp program is a recreation enrichment program for children ages 5-12. *Sports Camp* is not a licensed childcare program. Under California State Law, we are a license-exempt recreation program. However, we do follow many standards set forth by the licensing agencies and the National After School Association, for example maintaining a 15:1 ratio and mandatory staff CPR training.

Our program is structured to provide a full day of fun and games in a safe environment.

Minimum Abilities Required to Participate:
In order to properly maintain a safe and healthy environment of all children attending *Sports Camp*, children must maintain the following minimum standards:

1. Ability to understand and follow basic directions and rules of the program in order for staff to maintain proper supervision and safety standards.
2. Ability to maintain basic self control to insure the safety of themselves and others in the program.
3. Ability to handle own personal hygiene/bathroom needs.

What to Bring

All children should have comfortable clothing and **closed-toe shoes**. Thongs and sandals are not allowed, as children have a hard time playing active games in them. Please be aware that even though precautions are taken, some activities may result in stains on clothing. We recommend sending children to camp in clothes that can get dirty. To help insure that all backpacks and jackets go home with the right child, please label all items brought to *Sports Camp* with your child’s first and last name. **In an effort to keep track of campers at all times in a busy recreation center, participants will be required to wear their *Sports Camp* t-shirt each day.**

What Not to Bring

Please make sure your child(ren) do not bring the following items:

1. Electronics / Cell Phones
2. Toys
3. Weapons
4. Inappropriate material

Any items listed above that are brought to camp may be confiscated by camp staff and returned to the parent when the child is picked up. The City of West Sacramento is not responsible for any items lost, stolen, or broken.

Thank you for your help and cooperation.
Camp Hours

Sports Camp operates Monday thru Friday from 8:00am–5:00pm. Drop-off is scheduled from 7:30-8:00am, pick-up is from 5:00-5:30pm at the West Sacramento Recreation Center.

Pick-Up

Sports Camp closes at 5:30pm each day. If a child has not been picked up by 5:30pm the staff will contact a parent/guardian. If a parent is unable to be reached and the child is not picked up by 6:00pm, Sports Camp staff will notify the proper authorities. If you are going to be late, please notify the Recreation Center. Conversely, if you plan to pick up your child outside of scheduled camp hours, please contact the Recreation Center front desk at (916) 617-4770 so we can have your child ready when you arrive. If you do not call before your arrival, wait times may exceed 30 minutes depending on where the campers are and what activity they are participating in at the time.

Registration

Sports Camp registration will be based on a first come first served basis. Camp spots will not be held. Registration options are as follows:

In-Person: Office Hours 6:00am to 9:00pm M-F / 8:00am to 8:00pm Sat & Sun
West Sacramento Recreation Center
2801 Jefferson Blvd.
West Sacramento, CA 95691

Office Hours 8:00am to 8:00pm M-Th / 8:00am to 5:00pm F / 9:00am to 3:00pm Sat
West Sacramento Community Center
1075 West Capitol Ave.
West Sacramento, CA 95691

Online: www.westsacfun.org

Sign-In/Out Procedures **IMPORTANT**

When a child arrives a parent or guardian is required to sign them in on the Sports Camp sign-in sheet with the time of arrival. At the end of the program, a parent or guardian is required to walk in and sign the child out, noting the time of departure. If someone who is not listed on the emergency form is going to be picking up the child, please notify the Site Leader with a written note at least one day in advance. That person will then be required to show ID when picking your child up from the program.
Fees

Sports Camp registration fees cover all program related expenses. Expenses include staffing, daily snacks, sports equipment and facility maintenance costs.

Refunds

Sports Camp will not issue refunds after the first day of program begins. Also, refunds will not be given if a child is removed from the program due to behavior issues. If you have a question regarding refunds, please contact the Parks and Recreation Department Main Office at (916) 617-4770.

Lunch/Nutritious Snack

Lunch is not provided for the participants of Sports Camp. Please send a lunch with your child each day. Please do not include any items that require refrigeration or microwaving. The participants will be provided two nutritious snacks daily. If campers arrive after 8:30am, they will not receive the first snack of the day. Please notify staff if you child has any food sensitivities or allergies.

Sunscreen

Sports Camp asks that you apply sunscreen prior to arrival at the site. If your child needs to reapply, please provide your child with sunscreen and we can remind them to apply. If the child needs assistance, the Sports Camp staff can assist.

Health/Wellness

Children who are ill or have a contagious disease (i.e. chicken pox, pink eye) are not allowed to attend Sports Camp while infected. Sports Camp is a very active program and if children are too sick to participate in the full program, they need to be kept home. If your child becomes ill at Sports Camp you will be notified and must arrange to have your child picked up immediately. Please notify the Sports Camp staff if your child has been exposed to any contagious disease or condition (mumps, measles, chicken pox, lice, etc.), so we can notify other parents immediately.

Questions or Concerns

If you have any questions or concerns about the Sports Camp program please call the West Sacramento Recreation Center at 617-4770 and they will direct you to someone who can help you.
**Behavior Guidelines**

Sports Camp uses a positive reward system to reinforce positive choices, as well as discussion, redirection, and breaks as a means of behavior management. If an inappropriate behavior escalates, or continues, a Behavior Report will be used to document the incident and inform the parent/guardian. In addition, certain behaviors will warrant an automatic suspension: acting out physically towards another individual, the use of profanity or derogatory remarks towards another individual, stealing, vandalism, leaving site without permission, refusal to follow program instructions or rules, or other behaviors at the Site Leaders discretion.

**Behavior Report Guidelines:**
When a behavior issue arises staff will use the methods above to defuse the situation. If the behavior issue persists, staff will have the child take a “break” from the current activity. If the behavior issue continues after taking a “break” then a Behavior Report will be issued.

If the cause for the Behavior Report is severe enough, i.e. violence, vandalism, or any behavior that is deemed uncontrollable a parent/guardian will be notified and the child will be sent home for the day. At the time the authorized adult picks up the child the Behavior Report will be reviewed with the parent/guardian and signed by both the parent and child.

Upon receipt of the 2nd Behavior Report the child will be sent home for the remainder of the day and suspended for the following attendance day. In addition, the parent/guardian must attend a meeting or participate in a conference call with the Site Leader, Recreation Coordinator or Supervisor, to determine a behavior action plan for the child. The child should not be present at the conference.

Upon receipt of the child’s 3rd Behavior Report the child will be sent home for the remainder of the day and suspended for the following two (2) attendance days.

Upon receipt of the child’s 4th Behavior Report the child will be sent home for the day and expelled from the Sports Camp program for one calendar year. After one year has passed the child may be allowed back into the program with the Recreation Supervisor’s permission.

To maintain our commitment to safety and providing an enjoyable place to be for all participants we reserve the right to drop a participant at any time for the following reasons:
- Non-cooperation by the participant or Parent/Guardian.
- Physical or verbal abuse of another child or leader by a participant or Parent/Guardian.
- Inappropriate/explicit behavior towards another child by a participant or Parent/Guardian.

If your child is suspended or expelled from the program you must pick up your child from the site within 45 minutes.