

2014 PARENT HANDBOOK

City of Santa Barbara Programs

Welcome to Santa Barbara Parks and Recreation Department Summer Day Programs 2013. By joining us this year, you follow a rich tradition of past participants who have enjoyed a safe and fun summer. Each year more than 3,000 children enroll in one or more of our different summer programs.

The City of Santa Barbara sets high standards for our programs in terms of safety, quality and fun! Our highly trained staff brings energy, enthusiasm, skills, intelligence and commitment to your child. It is our goal that your child will benefit from his/her program experience and, in turn, our staff will benefit from the opportunity of knowing your child.

This handbook will assist you in preparing your child to have a great experience. Answers to many of the questions you have are contained inside and we encourage you to use this handbook as a reference tool throughout your child's program experience. For information on other Parks and Recreation services and programs, view or download an *Activity Guide* online at www.sbparksandrecreation.com/summerfun

Transfer Policy

To transfer to a different program or from one session to another, you must come to the Parks and Recreation Administration Office at 620 Laguna Street, fill out a new registration form, and pay a \$15 transfer fee and any activity fee differences.

Refund Policy

There is a \$15 per session charge for cancellations made up to 14 days before a program session begins. After that time and before a program begins, a charge of 50% of the program session fee will apply. No refunds will be issued after the first day of program.

Extended Day

Aquacamp, Nature Camp, Camp RAD, and Turf and Surf have an extended day component available for an additional fee. The Extended Day Program operates from 7:30 AM – 9:00 AM and from 4:00 until 5:30 PM. Extended care pick up and drop off will be located at Casa Las Palmas in Chase Palm Park (the location will be included in your welcome to camp letter). Most often Extended Day activities are a time for a child to

relax unwind and enjoy a snack with a friend. Typical activities include games, puzzles, and crafts. Registration and payment for Extended Day must be made prior to the start of a program. To register for Extended Day, go to the Cabrillo Pavilion Bathhouse located at 1118 East Cabrillo Blvd. M-F 8:00 AM – 5:00 PM, Carrillo Recreation Center, 100 E. Carrillo, M-F 9:00 AM - 5:00 PM, or register online using eRecreation at www.sbparksandrecreation.com.

Program Information Phone Numbers

On-going communication among staff, parents and participants is critical to your child achieving a successful and fun experience. If at any time you need to share information, concerns, compliments or complaints, we encourage you to contact the program director or supervisor. To contact your child during program hours, call the phone number listed below. The program director will be contacted and will then contact you. A supervisor may also be reached by calling the numbers below.

Parks and Recreation Office	564-5418
Aquatics	897-2680
Supervisor, Rich Hanna	
Aquacamp	
Camp Rad	
East Beach Volleyball Clinics	
Extended Care	
Junior Lifeguard Program	
Junior Lifeguard Little Nippers Program	
Kiteboarding Clinic	
Ka Nai'a Outrigger & Kayaking Clinic	969-5595
Stand-up Paddling Clinic	
Carrillo Recreation Center	897-2519
Supervisor, Jason Bryan	
Ballet Camp	
Summer Clay Camp	
Mindful Me	
Art from the Heart	
HEARTS Horse Riding Camp	
Sports	564-5422
Supervisor, Jeff Smith	
Spring Break Beach Volleyball Clinic	
Kids Love Soccer Saturday Clinic	
Coast 2 Coast Soccer Camps	
GeoCaching Camp	
Turf & Surf Camp	
Youth Activities	564-5495

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Supervisor, Terry Brown
 CircuitCraft CampClub West Running Clinic
 C.A.T.S Theater Camps
 Engineering with LEGO
 Girls Rock Camp
 Junior Counselor Program
 Gymnastics Camp
 Nature Camp
 P.E.A.K. Science Camps
 RoboCraft Robotics Camp
 Spring Break Great Camps
 Sk8 Skool
 Little Shredders Sk8 Skool

Recreation Coordinator, Bill Bettinger
 Summer Fun Drop-In Program

Tennis **564-5573**

Coordinator, Cathy Carpenter
 Summer Tennis Clinic
 Tennis & Swim Camp

Inclusion **564-5421**

Inclusion Coordinator, Julie Thomas

Inclusion/Accessibility

We welcome the participation of persons with disabilities in our programs and facilities. Please note "special needs" on the *Participant Information Form*. To allow sufficient time to coordinate inclusion support and accommodations, please contact the staff of Adapted Programs as soon as possible, and at least, three weeks before program starts at 564-5421. This advance notice will provide time for consultation between staff, parents and, if needed, your child's physician regarding the particular needs of his/her participation in the program. Participants requiring accommodations may be required to provide additional information and receive clearance before participating in program activities.

Staff

Staff is trained to teach skills tailored to the age, ability level, and special needs of participants. All Parks and Recreation Department program staff are certified in First Aid and CPR and have completed a criminal background check. All staff who supervises participants in an aquatic environment are also certified City Lifeguards.

Welcome Packet

A *Welcome Packet* will be emailed to you after we receive your completed *Registration Form*, about

one to two weeks prior to the start of a program. It will include the following:

- *Welcome letter.*
- *Program Daily Schedules* - These schedules are the planned activities for the session. Although we try to avoid schedule changes, daily schedules may change due to weather conditions or other situations.
- Staff names and profiles.
- Programs pick up and drop off locations and procedures.
- Appropriate participant attire and personal items.
- Emergency action plan.
- Other program specific information.

If you do not receive this packet one week prior to the program or if you register less than 2-weeks prior to the start of camp, call the program number listed on page one or two, to find out where to pick up a packet.

Personal Items & Attire

The *Welcome Packet* contains a list of all the items your child should bring each day as well as 'optional items' such as boogie boards or items for skits. In general, you should expect to provide for your child each day:

- A healthy sack lunch, snacks and a drink that does not require refrigeration. We support a recycling system and encourage reusable lunch containers to reduce trash and recycling materials whenever possible.
- Water in a re-sealable bottle.
- Attire and shoes appropriate to the program and daily activities.
- Swimsuit and towel (if swimming is part of the activity for the day).
- Sunscreen with SPF of at least 30 and, if possible, "sun wear".
- A backpack containing their belongings.
- Extra items needed for field trips and events.

Participants are discouraged from bringing personal items such as Ipods, electronic games, jewelry, or items they would hate to lose. When participants are asked to bring their own sports equipment, it must be in safe working condition and labeled with their name. Participants are responsible for their personal possessions. The Parks and Recreation Department is not

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responsible for loss or damage to personal items brought to a program.

Items marked with your child's name have the greatest chance of being retrieved or returned in the event they are left behind or misplaced. Check the program's Lost and Found for lost items. All lost items not claimed by the end of the summer will be given to charity.

For your child's safety and comfort, your child will need to dress appropriately for specific activities. Each specialty program requires appropriate dress or specific types of shoes depending on the activities for the day. The *Welcome Packet* will provide this information in detail. Some programs include T-shirts that are distributed each session. If your child does not receive a T-shirt, contact the program director.

Sun Protection and Safety

Because almost all program activities occur outdoors, children are at risk for sunburn; therefore, ***participants should arrive with sunscreen already applied and additional sunscreen in their backpacks.*** Staff will ask participants to reapply sunscreen after lunch. We recommend participants use sunscreen with a SPF of at least 30 that remains in effect after swimming or sweating. "Sun wear" clothing can provide additional protection such as rash guards and clothing that has sun protection in the fabric. It is available at major drug stores and surf shops. Hats and long-sleeve shirts are encouraged.

Medication

State law prevents City staff from administering or assisting in the administration of medication. Administration of medication is the responsibility of the parent or guardian. If the participant can administer his/her medication without assistance or reminders, the participant will be allowed to do so. If not, the parent or guardian must make arrangements with program staff to have someone administer the medication.

Younger and First Time Participants

Camps and Clinics are a terrific experience however, sometimes in the imagination of a first time or younger participant, camps and clinics can be frightening. Here are some tips to help your child feel secure and enjoy his/her experience.

- Prepare your child by helping him/her to understand he/she is "going" rather than being "sent to a program."
- Have your child attend with a friend.
- Review the daily schedule of activities with your child.
- Discuss any special concern you might have for your child with the program director or administrator.

Illnesses

For the protection of all participants and staff, any participants with an infectious illness, rash or fever should not attend. If program staff becomes aware that a child is sick, the parents or guardians will be called to pick up the child immediately. It is imperative you discuss with the program director any current health conditions or recent treatments your child has had. You may be asked to provide written authorization from your child's physician before your child is cleared to attend or return to a camp or clinic.

Attendance and Absences

We track attending participants each day. To assist us with this, please notify us of planned and last minute absences or any changes to the normal pickup or drop-off schedule by calling the program(s) number on page one.

Code of Conduct & Participant Conduct

To insure the quality of programs and public safety, we ask all program participants, staff, parents, spectators, coaches and volunteers to abide by this Code of Conduct:

- *All persons shall act with respect towards other persons for their privacy and safety.*
- *Physical or verbal abuse of any kind will not be tolerated.*
- *All persons shall treat public and private property and equipment with respect.*
- *Program rules and regulations shall be observed at all times.*

We train our staff to utilize positive reinforcement and a caring atmosphere to encourage good behavior. Staff will promote proper behavior with clear guidelines and expectations. Inappropriate behavior by a participant will be addressed in a sensitive manner, and the participant will be redirected towards proper behavior. ***If a behavior becomes so disruptive that it is unacceptable,***

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the child will be placed on a behavior contract.

The goal of this contract is not to remove your child from a program, but to modify the inappropriate behavior. ***However, if inappropriate behavior continues after the behavior contract is in place, the participant may be asked to leave the program.***

Sign-in and Sign-out Procedures

Names of all adults authorized to pick up your child must be included on the *Registration Form*. Any adult authorized to sign your child out of a program, (parent, guardian or authorized person), must provide a picture I.D at sign-out. To have an adult not listed on the *Registration Form* pick up your child, the parent or guardian must provide a written note to the program director in advance. Please check your *Welcome Packet* for the specific drop-off/pick up and sign in/sign out procedure and location for your child's program. When picking up and dropping off your child, please be careful. Parking areas can be crowded with excited participants and others who may not be paying attention to their surroundings. It is imperative that drivers follow the directional arrows, and read and follow the parking regulations of each public parking site.

Drop-off and Pick-up schedule changes - The pickup and drop off times and location may be different when your child will participate in a field trip, overnight program, or special event. These changes are included in the *Welcome Packet*. If you need to pick up your child early or at any time during a camp or clinic, call the program information phone number on page one.

Late Pick-up Policy - Please adhere to the stated pickup time. Parents, guardians or authorized adults picking up children late will be charged **\$5 for each 15 minutes** (or any portion thereof) that they are late. This fee must be paid at the time of pick-up. Late pick-ups disrupt our staff to participant ratios and may lead to removal of the participant from the program.

Aquatic Activities & Swim Test

Programs often take field trips to City pools, beaches or other locations with water. Prior to participating in an aquatic activity, all participants will be tested by a certified City lifeguard. The lifeguard will assign a swim level which will designate the extent to which the participant can

play/swim in aquatic activities. Participant water activities will be limited to areas associated with his/her designated swim level and restrictions requested by parents or assigned by the Inclusion Assessment Team for Inclusion participants. As the summer progresses and participant swim skills improve, they can be retested and advance to a higher swim level.

When programs visit an aquatic environment, certified lifeguard(s) with rescue equipment will be present. Staff will give a safety and boundary orientation to participants. Staff will access information on beach advisories through the Beach Status Report from Santa Barbara County Environmental Health Services. Staff will adhere to the unsafe or beach closure rules and will select an alternative beach site as needed. Participants will not be allowed to enter the water at creek outlets.

Transportation

Santa Barbara features fantastic recreational and educational sites which many programs will visit. Some activities may also involve walking to a destination. When participants are transported, vehicles inspected by City Motor Pool and approved by the California Highway Patrol, or public buses, trolleys or other City-approved vehicles will be used. City Parks and Recreation Program drivers possess a 'Class B' Commercial Drivers License with Passenger Endorsement. Staff is never allowed under ANY circumstances to transport participants in their personal vehicles. As required by law, seat belts will be worn at all times by staff and passengers. ***Participants must be well behaved and follow good passenger etiquette to enjoy the privilege of being transported in City vehicles.***

Emergencies

City staff is trained and prepared for emergency situations. Staff will utilize the Emergency Medical System (EMS) 911 consistent with their training. During an emergency, staff will make every attempt to contact parents, guardians or listed emergency contacts. If emergency medical attention is required and we cannot reach a parent or guardian, your signed *Permission to Authorize Treatment* will be utilized. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California.

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Each program has an evacuation plan and an alternative emergency location. The evacuation plan and alternate location will be listed in the *Welcome Packet*. This plan may be implemented during a fire, natural disaster or other emergency. Staff will contact and follow the direction of emergency personnel or department management during an evacuation. The staffs' role is to protect and support the participants through this difficult time. The program director will contact Parks and Recreation program administration, parents and/or designated persons with information on how to be reunited with your child. You may also contact the program information phone number and ask to speak to an administrator. KEYT-TV and 1250AM radio are the official media sources used by the City to relay information to the public.

Child Abuse Policy: Mandated Reporting

Parks and Recreation Department staff is legally required to report known or suspected instances of child abuse of a child under 18 to a child protective services agency, immediately by telephone and in a written report within 36 hours of receiving information concerning the incident. (Penal Code Section 11164 et seq.)