



# 2019 Summer Camp CASLO Handbook

Cheney's Adventurous Summer Learning Opportunity



## Table of Contents

<b>1</b>	<b>Welcome and Introduction</b>
	Handbook Intentions
<b>2</b>	<b>Whom We Serve</b>
	Nondiscrimination
	Inclusion and Accommodations
<b>3</b>	<b>What to Expect</b>
	Personal Property
	What to Bring/Wear
	Appropriate Clothing
	Footwear
	Breakfast and Snacks
	Lunch
	Field Trips
	Pool Days
	Cell Phones
	Personal Electronic Devices
<b>5</b>	<b>Child Abuse and Neglect</b>
	Mandated Reporters
<b>6</b>	<b>Confidentiality</b>
	Photo Release Policy
<b>7</b>	<b>Parent Involvement</b>
	Parent Concerns
	Surveys
<b>8</b>	<b>Health and Safety</b>
	Health History and Emergency Care Plan
	Program Preparedness
	Illness
	Injuries and Accident Response
	Injury Response
	Serious Injury Response
	Accident Reporting
	Medication Management
	Medication Use and Storage Policy
<b>11</b>	<b>Emergency Procedures</b>
	Planning for Evacuation
	Planning for Evacuation in the Event of Fire
	Planning for Severe Weather
	Sunscreen and Insect Repellant
	Nutrition
	Food Allergies
	Special Diets (Excluding Food Allergies)
	Hygiene
	Animals
	Bites
	Field Trips

<b>13</b>	<b>Staffing</b>
	Supervision and Staffing
	Ratios and Regulations
	Staff Training and Site Orientation
	Staff and Camper Involvement Outside of Camp Time
<b>15</b>	<b>Discipline Policy and Procedures</b>
	Processes and Consequences for Minimally Disruptive Behavior
	Processes and Consequences for Moderate Disruptive Behavior
	Processes and Consequences for Severe Disruptive Behavior
<b>17</b>	<b>Field Trips, Transportation, and Aquatic Policies</b>
	Field Trips
	Transportation
	Vehicle Standards
	Regular Transportation
	Aquatic Policy
	Swim Lessons
	Swim Lesson Levels
<b>20</b>	<b>Enrollment Processes and Policies</b>
	Required Information for Enrollment
	Payment
	Sign-In/Out Identification
	Sign-In
	Sign-Out
	Early Drop-off and Late Pick-up
	Late Pick-up Fees
	Unexpected Absences
	Cancellation and Change Policies
	Weather Policy and Air Quality
	Temperature
<b>23</b>	<b>Payment and Fees</b>
	Rates
	Payment Options
	Cheney Outreach Center
<b>24</b>	<b>Contact Us</b>

# Camp CASLO

## Welcome and Introduction

Welcome to Camp CASLO, Cheney's Adventurous Summer Learning Opportunity. We know that you have options and we appreciate you choosing our program. Since 2007, we have been operating in this community, serving children and families with high-quality enrichment programs. We are pleased to welcome you as part of our community.

CASLO exists so that children in Cheney and surrounding areas thrive in the summer at a level that justifies the resources invested. In CASLO:

- Children will have a sense of belonging through supportive relationships with peers and adults.
- Children will value themselves and explore personal interests.
- Children will develop life skills consistent with their abilities.

### **Handbook Intentions**

This handbook is intended to be a guide in answering questions regarding program practices and policies. Within this handbook, CASLO will be using the term "parents." CASLO realizes that families are varied, and the use of the word parent(s) refers to the adult(s) who are responsible for the child(ren). CASLO values all families and the diverse homes our children come from.

If you have any questions regarding CASLO policies and practices, please seek clarification by contacting the Parks and Recreation office. It is important that families understand the parameters within which our programs operate. Cheney Parks & Recreation reserves the right to change current policies and practices. Changes to policies will be communicated to parents.

# Camp CASLO

## Whom We Serve

We serve the children of Cheney and surrounding areas. Our goal is to offer a fun, enriching and educational summer experience for all of our campers. Every summer we talk with the campers to learn what they enjoyed and what they thought didn't go over so well. We use this information to plan out the exciting summer activities that make CASLO a place where kids truly thrive! Aside from the ideas from our campers, parents and staff, we do our best to plan the activities to be developmentally appropriate for our campers. We plan the activities for campers entering kindergarten (five years old) through fifth grade (twelve years old).

### **Nondiscrimination**

We are looking forward to learning with you and your child(ren)! Cheney Parks & Recreation does not discriminate against children or parents on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parent status, sexual orientation or source of income. We welcome diversity in all Cheney Parks & Recreation programs where children learn to appreciate individual differences.

### **Inclusion and Accommodations**

We are excited to have campers from different cultures and backgrounds join us for the summer. As part of our program diversity, customs and celebrations from a variety of cultures are welcomed and included. Please talk with the camp director if you have a custom or holiday to share with the group and help us on our quest to be conscious citizens of the United States and the world.

We want to have a great summer with all of our campers, with an emphasis on the word "ALL." Cheney Parks & Recreation is an inclusive organization. We will do our best to accommodate as many campers as we can.

CASLO is committed to serving children with differing abilities.

- Our staff is expected to make every effort to provide reasonable modifications that will accommodate the needs of our campers within the physical limitations of our program sites, the availability of program resources and within our camper-to-staff ratios.
- All campers are required to have the ability to independently use the restroom.
- We begin to learn about the differing needs of our campers before camp even starts, using information gathered from our registration materials.
  - If registration forms indicate that a camper has special needs or health concerns, we will review it and work directly with parents to determine any necessary accommodations and create a plan that will help us to best meet the needs of the camper and the program, to help ensure a fun, enriching and successful summer.
  - The accommodation plan will be shared with the program staff as necessary.

# Camp CASLO

## What to Expect

### Personal Property

Please make sure to label all items clearly with your camper's name. Campers are discouraged from bringing items beyond what is needed for the camp day. CASLO is not responsible for lost, stolen or damaged personal property, including clothing and electronics. Weapons, drugs, tobacco products and alcohol are not permitted at CASLO, programs or properties.

### What to Bring/Wear

More information regarding what to bring (or not bring) to camp will be provided through the introductory letter; however, we will cover a few important items here:

### Appropriate Clothing

Watch the weather forecast and check the weekly welcome letter for the activities of the day to make sure that your camper is dressed appropriately whether it be for rain or heat. Campers will be running/moving around a lot and making more than a few messes. Please send your camper in appropriate clothing for messy activities. It's recommended that you send an extra set of clothing for your camper.

### Footwear

Appropriate footwear for camp includes gym shoes with socks or sandals with a heel strap. **Please, do NOT send your camper to camp wearing flip flop sandals.** Flip flop footwear does not stay on, often breaks, and can cause injury.

### Breakfast and Snacks

Breakfast, morning snack and afternoon snack will be provided to campers each day. Breakfast and snacks will meet the guidelines established by the USDA's Child and Adult Care Food Program (CACFP). This program reimburses after school programs and summer camps for nutritious meals and snacks served to all children while under our care. If your child has food allergies or intolerances, please let CASLO staff know by addressing it on the registration form. **THERE ARE NO PEANUTS OR PEANUT PRODUCTS ALLOWED AT CASLO.**

### Lunch

CASLO does not provide lunch to children. Please send your child with a non-refrigerated lunch each day. Please refrain from sending candy or soda. If you would like to provide a special snack or treat for all CASLO participants, please contact the Recreation Director to confirm the day, how many children to prepare a snack for and whether or not there are any food allergies.

## **Field Trips**

All children will receive one t-shirt regardless of how many days/weeks they attend camp. Camp t-shirts MUST be worn on field trips.

## **Pool Days**

Swimming suits, sunscreen and towels should be brought to camp on swimming pool days as well as days with on-site camp aquatic activities.

## **Cell Phones**

CASLO does not allow campers to use their personal cell phones when participating in our programs. Campers carrying cell phones will be asked to place them in their backpack during program time.

## **Personal Electronic Devices**

CASLO does not allow campers to use their personal electronic devices (iPod, MP3 players, game systems, etc.) when participating in our programs. Campers with personal electronic devices will be asked to place them in their backpacks.

# Camp CASLO

## Child Abuse and Neglect

CASLO recognizes the serious local, state and national problems associated with child abuse and neglect. As an organization, Cheney Parks & Recreation recognizes its legal responsibility for reporting suspected cases of child abuse to the properly constituted state, county, or local authorities. Staff are in a unique position to identify potential cases of abuse or neglect of children. Through recognition and understanding of a problem, knowledge of reporting procedures, and participation in staff development programs on the subject of child abuse and neglect, staff will act responsibly in these situations.

### **Mandated Reporters**

Staff are all mandated reporters. This means that our staff is legally required to report knowledge or reasonable suspicion of child abuse or neglect. Guidelines for reporting suspected child abuse and neglect are printed in the staff manuals and provided to each staff member. CASLO has adopted guidelines based on legal requirements and moral commitments which provide direction for the program staff to help in identifying and reporting cases of suspected child abuse and neglect.

It is the policy of Cheney Parks & Recreation to keep records of reported suspected child abuse and neglect confidential.

- CASLO staff will accuse no individual when reporting suspected child abuse or neglect.
- Cheney Parks and Recreation and summer staff do not investigate abuse reports.
- CASLO staff CANNOT wait until a suspicion has been confirmed before reporting.
- If a CASLO staff member or volunteer is suspected or accused of child abuse or neglect, the incident will be reported immediately and go directly to the county department of social services.
- Procedures and expectations for reporting an incident in which a staff member may be involved are the same as for all other incidents.

Any changes to this policy will be made, as necessary, to be current with changes or revisions to state statutes.

# **Camp CASLO** **Confidentiality**

At CASLO, we strive to provide the best possible program for our campers. We ask for a lot of information; however, we will keep all camper and parent information confidential unless a signed release is obtained and used only for the purpose of guarding the health and safety of our campers. All staff with access to children's records are trained to not discuss and/or disclose personal information regarding the children and parents. It is our goal to protect our campers and parents' rights to confidentiality.

## **Photo Release Policy**

By registering for CASLO, you authorize permission for your child's photo to be taken and possibly published in brochures, displays, or other printed material and on our websites, Cheney Parks & Recreation social media sites, or Cheney Parks & Recreation group emails for purposes of promoting the programs used in future marketing material and posts on our social media accounts. Parents understand that children's names are not used when their images are displayed on our website or social media or in widely distributed print materials. Parents may request, in writing, removal of their child's image from Cheney Parks & Recreation websites, in which case his/her image will be removed no later than seven days from receipt of the request. Email image removal requests or other comments and concerns about photos to [kashe@cityofcheney.org](mailto:kashe@cityofcheney.org).

# Camp CASLO

## Parent Involvement

Cheney Parks & Recreation believes that it's best to work as a team in partnership with parents to meet the needs of each camper. We encourage parents to take an active role in their camper's summer experience. During registration, parents are asked to review all program policies and procedures, and to contact the Recreation Director for clarification or with any questions. Once a camper has confirmed enrollment, parents are welcome to visit program sites at any time unless access is denied by court order. Additional information concerning Cheney Parks & Recreation programs and events can be accessed on our website, <https://www.cityofcheney.org/177/Parks-Recreation>.

### **Parent Concerns**

If there are any concerns about the camp program, parents are encouraged to communicate their concerns to the camp supervisor. If the resolution presented by the camp supervisor is unsatisfactory, please direct any concerns to the Recreation Director.

### **Surveys**

Surveys will be distributed throughout the summer. Please take the time to fill out the survey, which will be emailed. This is one of the ways that we are able to receive direct feedback on our programs.

We want to know if we are meeting the goals and expectations of parents and campers. This information is used to improve Cheney Parks & Recreation's ability to meet the needs of our campers and parents involved in summer programs. The information gathered is also used for the development of staff and leadership personnel within Cheney Parks & Recreation, and to be used for ongoing program evaluation.

We welcome all comments and concerns. Hearing them helps us to improve our programs and services.

# Camp CASLO

## Health and Safety

### Health History and Emergency Care Plan

When registering camper(s) and prior to the first day of attendance, parents must provide a completed health history and emergency care plan form. This information must be updated at least annually to ensure that information such as current health conditions are up-to-date. Completed health history and emergency care plan forms are kept on-site and accompany the campers throughout the day.

### Program Preparedness

Cheney Parks & Recreation has developed policies, procedures, and practices which work to reduce and eliminate risk elements in CASLO. The following practices will help to support CASLO in its preparedness goals:

- Completed health history and emergency care plan forms are available on site and will travel with the groups of campers and their group leader.
- Cheney Parks & Recreation will comply with state guidelines regarding CPR and first aid training for staff.
- First aid kits will be kept stocked and available on site at all times.
- Each staff member will receive training on universal precautions regarding the use and disposal of personal protective equipment and the handling of bodily fluids. Staff will be current in their first aid training and will know where supplies are kept.
- Emergency medical source and location information will be posted.
- The camp supervisor will serve as the on-site health supervisor.
- Accommodation plans for campers with special health concerns will be kept confidential beyond being shared and accessible to all staff assigned to care for that camper through the on-site registration binder.
- Each program will have communication devices (cell phones and two-way radios) that will allow staff to communicate within the program and in an emergency inside and outside of the program space.
- If needed, campers will be offered time and space to rest.

When we leave our main camp site to go elsewhere, such as on a field trip or to the playground, staff will leave a sign posted to let others know where campers are. Please look for these signs if you come into our program area and we're not there.

## Illness

No one likes to be sick during the summer, but it does happen from time to time. While we are working with campers, we stay vigilant for any signs of illness. If a camper arrives at camp ill or becomes ill during the camp day, we'll take the following steps:

- A staff member will spend some time with the camper to assess the nature of the problem.
- If the camper is obviously ill or uncomfortable, staff will contact the camper's parents.
- The camper will rest in the Parks & Recreation office, isolated from the other campers, while waiting for his or her parent to pick him or her up.
- Parents of ill campers are encouraged to come as soon as possible.
- If the parent cannot be reached, staff may call an emergency contact to come and pick up the camper if appropriate (provided that the emergency contact is an authorized pick-up person).

Campers with any of the following conditions may NOT attend or remain at camp. Campers should be symptom-free for 24 hours before returning to camp and may require a physician's note stating that the condition is not contagious and/or a risk to others and that the camper may return to camp.

- Fever: having a temperature of 100°F/38°C or greater
- Diarrhea: five or more loose, watery stools within 24 hours
- Vomiting
- Sore throat/difficulty swallowing
- Undiagnosed rash or spots on skin
- Lice or nits
- Severe itching
- Mouth sores
- Cloudy eye discharge
- Uncontrolled coughing
- Difficulty breathing, wheezing

We understand that it's difficult when your camper becomes ill and parents are at work. We'll do our best to care for our ill campers at the program. Please also understand that bringing a sick camper to the program can jeopardize the health of other campers and staff. We encourage parents to make back-up arrangements to care for ill campers if they are unable to leave work.

Some chronic and seasonal conditions may resemble colds or eye infections; please provide a note from the camper's physician that explains the condition, or let us know when going through the registration process.

## **Injuries and Accident Response**

Cheney Parks & Recreation is committed to the prevention of and preparation for events that could impact the safety of our campers. CASLO summer staff are trained in CPR and first aid prior to the start of summer programs.

### **Injury Response**

Staff will administer first aid to the camper. Superficial wounds (scrapes, etc.) will be cleaned with soap and water, and covered with a bandage. Staff will notify the parents of the injury and first aid at pick-up.

- In the event of an injury to the head or any injury that may require additional medical attention, the parents will be notified immediately.
- If the parents are unable to be reached, staff will contact the emergency contact person as specified on the registration form.
- If staff are unable to connect with parents and emergency contacts, staff will monitor the camper. If additional or immediate medical attention is required, staff will call 911.

### **Serious Injury Response**

In the event of a serious injury or life-threatening emergency, staff will contact 911 emergency services immediately. Staff will notify parents of the injury and follow their instructions.

### **Accident Reporting**

- Parents will be informed of minor injuries, with a copy of a completed accident report.
- Parents will need to sign the form before they leave with their child. Parents may request a copy of the form after it has been signed.
- The camp director will review log entries with site staff on a weekly basis to look for trends, and work on plans to help manage risk and minimize future injuries.

### **Medication Management**

We want our campers to have a fun and safe summer. For some, that means receiving their medications on time during the camp day. Medications may only be administered by a parent or adult authorized by the parent. Staff are NOT permitted to administer any type of medication.

### **Medication Use and Storage Policy**

Cheney Parks & Recreation and Camp CASLO do not store any medications.

# Camp CASLO

## Emergency Procedures

### **Planning for Evacuation**

Camp staff will create plans for evacuation in case of fire or other emergency situations. It is the responsibility of the camp supervisor to see that evacuation plans are complete and in place.

### **Planning for Evacuation in the Event of Fire**

The camp supervisor will ensure that fire evacuation plans are practiced every week and that these practices include exits from all the various rooms that the camp may use during program hours.

During orientation, the staff will be trained in the use of the fire extinguisher as well as in how to evacuate campers in case of an emergency. Documentation of these practice drills will be made on a fire and safety checklist.

### **Planning for Severe Weather**

CASLO will remain indoors if the air quality reaches the Unhealthy level on the Current Air Quality Index posted on the Spokane Regional Clean Air Agency website at <https://www.spokanecleanair.org/current-air-quality>.

### **Sunscreen and Insect Repellent**

We like to spend as much time outdoors as we can, especially during the summer. To help campers enjoy our time together in the great outdoors, please send them with sunscreen and bug spray. We will have No-Ad sunscreen available in the case that children forget their own sunscreen. Staff will help campers apply sunscreen when needed.

### **Nutrition**

Throughout the camp day campers will stop and refuel from time to time. We will serve a nut-free snack to every camper in the morning and in the afternoon. We work within the guidelines suggested by the U.S. Department of Agriculture (USDA). We also encourage parents to follow these guidelines when providing lunch or an alternate snack for your camper due to medical or dietary restrictions.

Snacks are chosen and provided in appropriate portion for the age of the campers.

Our routine around snack time will vary based on the age level of the campers. Campers will have opportunities that will encourage self-serving, helping with set-up and clean-up, and an emphasis on the use of table manners. Cheney Parks & Recreation will not utilize withholding of food as a disciplinary strategy.

## **Food Allergies**

It is vitally important that any and all allergies to food be communicated during the registration process. Based on the health history and the emergency care plan form, accommodation plans, if needed, will be created to fit the individual needs of our campers. Parents are responsible for providing the items necessary for the accommodation plan.

## **Special Diets (Excluding Food Allergies)**

Parents are responsible for providing all food if the camper requires a specialty menu (vegetarian, Kosher, etc.).

## **Hygiene**

Campers will get dirty at camp. Because of this, campers and staff will wash their hands with soap and water after using the restroom, before eating or preparing snacks, and at any other times deemed necessary. Staff will serve food in clean bowls and cups or on fresh napkins and paper towels. Food will not be eaten on bare tables and/or floors. If toys and other equipment become soiled, they will be cleaned prior to being used. Any soiled clothing or clothing too wet to be comfortably worn will be placed in a bag and set aside for parents at pick-up.

## **Animals**

CASLO does not allow privately owned animals on our program premises. When picking up or dropping off campers, parents may not bring pets into the program site or to areas where campers are playing outside. For educational or display purposes, local farms or the Humane Society may bring in animals if they provide evidence of general liability insurance and Cheney Parks & Recreation is named as an additionally insured on their policy. Parents will be notified in advance of any animals being brought into camp. Any unintentional contact with animals will be handled by staff. Staff may ask the person in control of the animal to remove it from the area where the campers are playing (on-site or off-site), and will explain our animal policy. If the animal is not removed from the program area, staff will either move campers inside or to another area to continue their play. In cases of loose or stray animals, staff will bring campers inside and (if necessary) contact animal control.

## **Bites**

In the unlikely event that an animal bites a camper, 911 will be called since we need to verify rabies shots. Staff will provide first aid and will document the bite.

## **Field Trips**

We love going out on field trips. Sometimes these trips have animal petting areas. If our campers come into contact with animals on field trips, campers will be closely supervised and will wash their hands with soap and water, before and after contact with the animals.

# Camp CASLO

## Staffing

### **Supervision and Staffing**

In order to have a great summer, we'll bring on engaging staff to work with our campers. Cheney Parks & Recreation takes pride in ensuring that our staff are presented with enrichment opportunities and plenty of training to prepare them for the summer.

### **Ratios and Regulations**

CASLO ratios are 1:10 for all age levels. Our policy is that a child will never be one-on-one with staff. There will always be at least two staff members present. All staff are certified in CPR and first aid.

### **Staff Training and Site Orientation**

Our camp staff receive training prior to camp starting, which will include the following topics:

- Camp policies
- Confidentiality
- Child abuse and neglect recognition and reporting
- Camper health and wellness
  - Health observation and precautions
  - Infectious disease control
- Summer camp swimming procedures
  - Tracking and supervision of campers while swimming
- Field trip procedures
- Emergency training
  - First aid and CPR
  - Fire, including fire extinguisher use
  - Unauthorized intruder
- Camper supervision and tracking regulations and procedures
- Identification of potential hazards and how to protect campers from these hazards
- Sharing of a camper's specific health care needs, including campers with disabilities
- Camper management techniques, including working with campers who are crying or distressed
- Missing camper response procedure
- Job responsibilities and job descriptions
- Documentation
- Schedule of activities at camp
- Required attendance at staff meetings
- Telephone procedures, including finding the closest phone

## **Staff and Camper Involvement Outside of Camp Time**

We hire and train our summer staff to provide a safe and nurturing experience for campers. Cheney Parks & Recreation does not condone or encourage contact between campers and staff after camp or outside of camp. Outside-of-camp contact includes the following:

- Phone calls
- Email
- Texting
- Instant messaging
- Social network sites
- Personal websites
- Blogs

We recommend that camp staff are not invited to join your family for social activities. Program staff are not permitted to transport campers to or from our programs in their personal vehicles.

Staff are not permitted to be listed as an authorized pick-up person, even with parent permission.

# Camp CASLO

## Discipline Policy and Procedures

Our number one goal is to provide a safe, caring, and respectful environment for all of our participants. We strive to achieve this through positive role modeling by our staff, recognizing and praising good citizenship, ongoing dialogue with parents/guardians, promoting good sportsmanship, and maintaining clear, consistent rules that apply to each individual program.

In the event a participant is struggling with adapting to our safe, caring, and respectful environment, the following disciplinary procedures will be in place.

### **Processes and Consequences for Minimally Disruptive Behavior**

Minimally disruptive behavior includes teasing, name calling, over-competitiveness, bullying, arguing, not following directions, disregarding program rules, etc. The following steps will be taken:

- Verbal reminder given.
- Participant rehearses appropriate behavior.
- Staff gives consequences related to the misbehavior that will reinforce the preferred behavior in that situation (e.g., apology, time out, loss of privileges, parental contact).

### **Processes and Consequences for Moderate Disruptive Behavior**

Moderate disruptive behavior includes a second incident of the above behaviors, as well as swearing, “simple” noncompliance with staff, etc. The following steps will be taken:

- Verbal warning given.
- Participant rehearses appropriate behavior. Meets with Site Supervisor to further process incident. Discussion takes place how best to deal with similar situations.
- Consequences will be given to further reinforce the preferred behavior (apology, loss of privileges, time out, etc.).
- Conference (phone or in person) to notify parent/guardian about problem. Further consequences may be discussed if behavior is not changed (suspension from program, loss of certain privileges, etc.).
- Recreation Director is contacted. May further process incident.

### **Processes and Consequences for Severe Disruptive Behavior**

Severe disruptive behavior includes repeated incidences of above behaviors, as well as provoked physical aggression, serious noncompliance with staff, etc. The following steps will be taken:

- Participant is immediately removed from the setting. Processes incident with the Camp Supervisor. Participant does an appropriate time-out.
- Site Supervisor will meet with participant to process incident.
- Parent/guardian contacted. Meeting with parent/guardian, child, Site Supervisor, and Recreation Coordinator must take place that day. Depending on severity of incident, meeting may be required before child is allowed back into the program.
- Consequences appropriate to the misbehavior are determined by the Site Supervisor, Recreation Coordinator, and/or Recreation Director (e.g., restitution, suspension from program, removal from program, etc.).
- Recreation Director will be informed and may participate in the process.

***The police may be contacted in the following circumstances; parents will be notified immediately. Removal from program will result/possible suspension from further programs may occur.***

- Participant engages in unprovoked aggression (intensity of aggression is considered) that results in an injury.
- Participant physically assaults a staff member.
- Participant needs to be physically restrained.
- Participant brings a weapon.
- Participant commits vandalism.
- Participant is under the influence or possesses alcohol or illegal drugs.
- Participant leaves the program grounds.

# Camp CASLO

## Field Trips, Transportation, and Aquatic Policies

### Field Trips

Every week we will go on a field trip to a location that coincides with the weekly theme. Field trip information including dates, arrival and departure times, and destination will be included in the weekly welcome letter.

If a field trip needs to be changed due to weather concerns, construction, facility closure, etc., an email will be sent to parents as soon as the trip is confirmed to change. On all field trips, staff will carry first aid supplies, attendance and registration information, and a program cell phone.

### Transportation

Our preferred means of transporting campers are through the Cheney Parks & Recreation van, bus, or school district busses.

### Vehicle Standards

Any vehicle transporting our campers must be:

- Licensed in accordance with the laws of the State of Washington
- Insured with appropriate levels of automobile liability coverage
- Clean, uncluttered, and free of obstructions on the floor, aisles, and seats
- Fully enclosed

### Regular Transportation

- The driver must hold a valid Washington State driver's license.
- The driver must be at least 21 years old.
- All bus and transportation rules will be discussed with the campers.
- If available, seat belts must be worn.
- Campers will not roughhouse, argue, or be loud on the bus, etc.
- If necessary, the driver will stop the vehicle until an acceptable driving atmosphere is achieved.
- Campers will never be left unattended.

### Aquatic Policy

If your child requires a lifejacket, he or she must bring their own with their name on it. Children who require a lifejacket but fail to bring one will have to swim in the wading pool. We do not have extra lifejackets to loan. All campers will be briefed on pool rules by a lifeguard each time they come to the pool. Staff will join the children in the pool as well as circle the deck to ensure swimming safety.

## Swim Lessons

CASLO Staff are available to take your child to and from **morning** swim lessons. Swim lessons are an additional cost of \$45.00 (RD: \$41.00) per two-week session. **NOTE:** Your child may miss a swim lesson due to field trips.

If your child is signed up for morning swim lessons, please let the staff know, as they will coordinate getting them to and from their lesson. If we have a field trip scheduled for the week your child is registered for swim lessons, they will miss that day of lessons. Your child will be safely transported to and from the pool each day with other campers and CASLO staff.

## Swim Lesson Levels

- **Tadpole (Parent/Infant, Ages 6 months - 2 years)**

Parents must get in the water with their child and participate in helping them become comfortable with being in the water.

- **Preschool Ages 3-5**

**Guppy (Pre 1).** Students will become comfortable in water. Students will learn to get their face wet, listen to their instructors, and transition off the tot dock safely.

**Goldfish (Pre 2).** Students will become more independent in water. Students will be able to fully submerge, enter/exit pool without support, and willingly TRY new skills unsupported.

**Clownfish (Pre 3).** Students will learn independent swimming skills and techniques. Students required to float/glide unsupported, exhale through nose while submerged, jump into deep water, front crawl 2 yards.

**Starfish (Pre 4).** Ongoing transitional class designed to adapt to students' aquatic abilities. Students will learn to tread water for 30 seconds, transition directly to 25-yard front crawl, retrieve an object from a 3-foot depth, and transition comfortably to deep end of lap pool.

- **Levels 1 – 6**

**Level 1.** Students will become comfortable in water. Students must pass the following: (1) enter water independently, spider-man crawl 5 yards, submerge 3 times, and exit water; and (2) front glide 2 body lengths, roll to back, float 3 seconds, and recover to vertical (supported).

**Level 2.** Students will become independent in water. Students must float/glide without assistance, swim using front crawl for 5 body lengths, jump into pool, surface, and back float/return to wall.

**Level 3.** Students will begin working on strokes, including front crawl with rhythmic breathing, diving, and treading water. Because of focus on proper breathing, students often take this class more than once.

**Level 4.** Students will expand stroke development, building on front crawl and elementary backstroke. Breaststroke introduced. Students will enter water from an elevated height.

**Level 5.** Stroke refinement for front/back crawl, breaststroke, and dolphin kick. Surface diving and shallow angle dives will be introduced.

**Level 6 Pre-Swim Team.** Students will refine strokes and turns as fitness swimmers. Butterfly is introduced. Paddles, fins, pace clocks, starting blocks, and precautions for aquatics workouts will be introduced.

**Level 6 Pre-Lifeguard.** Students will learn first aid, equipment, entries, and rescue skills. Final assessment is the swim test required to take lifeguard certification class. Successful completion required to participate in Jr. Lifeguard Program. COMPLETION DOES NOT CERTIFY STUDENTS AS LIFEGUARDS.

# Camp CASLO

## Enrollment Processes and Policies

### Required Information for Enrollment

When registering your camper for summer programs, we will be asking for quite a bit of detailed information. This is done to ensure that we have the information needed to provide high-quality care, safety of our campers, and to protect the privacy of parents' information.

Here's how to register your child for Camp CASLO:

- Complete the [registration form](https://www.cityofcheney.org/189/ECHO-and-CASLO) on our website, <https://www.cityofcheney.org/189/ECHO-and-CASLO>. The form **MUST** be completed in its entirety. All questions must be answered. If a question doesn't pertain to your child, please write "n/a," but do **NOT** leave any fields blank.
- **AFTER** you have submitted the form, call 509-498-9250 to enroll your child. Submitting the form does **NOT** enroll your child in CASLO. You **MUST** call us to enroll.

All required information must be received with complete information and have enrollment confirmed by Cheney Parks & Recreation before campers may attend CASLO. A new registration form must be completed every year.

### Payment

Payment **MUST** be received the **Thursday of the week prior** to when your child attends CASLO to avoid incurring a late fee. Children will not be admitted to camp without prior payment.

### Sign-In/Out Identification

In order to keep our campers safe and to make sure that they're going home with authorized adults, staff will ask to see the photo I.D. of the person picking up the camper until the staff is familiar with the pick-up person to know them on sight. Please have your photo I.D. available when picking up and make sure to tell anyone who is authorized the same.

### Sign-In

Please make sure to sign-in your camper(s) as soon as you arrive at camp. Campers must be signed in camp by parents or other authorized persons at least 18 years of age or older.

### Sign-Out

At the end of the day, or whenever it's time for campers to leave camp and the supervision of the camp staff, please make sure to sign out of camp. Parents and other authorized persons at least 18 years of age or older may pick up the camper and sign them out. There will be a clipboard that will require the time the child is picked up and initials of the authorized pick-up person.

## Early Drop-Off and Late Pick-Up

It's important to respect the start and end times of the camp program. We are not able or staffed to accept campers into our program until 6:30 a.m. Likewise, we must have all campers picked up by 6:00 p.m. If, for any reason, a parent is not able to pick up his/her child by 6:00 p.m., the parent must arrange for an alternate pick-up plan for their child. Please call the Recreation Director to inform them of any changes.

- If a child is not picked up by 6:15 p.m., the Camp Supervisor will call the emergency pick-up listed on your application. Late pick-up fees need to be paid before your child may return to camp the next day.
- If the Camp Supervisor has been unable to successfully reach any name or numbers on the application by 6:30 p.m., the police will be called to assist with locating an authorized person to pick up the child.
- Children will only be released to those persons listed on the registration form as authorized person to pick up. Any other person coming to pick up a child must have a note signed by the parents and must be someone the child recognizes.

## Late Pick-Up Fees

Since our staff are only on payroll until 6:00 p.m., we have adopted the following policy:

- All children must be picked up no later than 6:00 p.m.
- The parent of any child who has not been picked up by 6:00 p.m. will be charged \$16.50 per five (5) minutes.
- You will be given a bill that must be paid within five (5) business days.
- **If this is a continued occurrence of more than three (3) times during the course of the summer, Cheney Parks & Recreation may choose to remove your child from the program.**

## Unexpected Absences

An unexpected absence happens when a camper is absent without notification from their parents. If a camper does not arrive at camp within 15 minutes of their scheduled arrival time and staff has not received a message that the camper will be late or absent, camp staff will contact parents via phone. No refunds will be given if a camper does not show up at camp without proper prior notification to Cheney Parks & Recreation. If there is a change in your camper's attendance, please remember to call Cheney Parks & Recreation at 509-498-9250. This will help to conserve valuable staff time and ensure the safety of our campers. Cheney Parks & Recreation is responsible for campers only during the time they are checked in to the camp.

## **Cancellation and Change Policies**

Parents or an account holder will need to notify Cheney Parks & Recreation in advance to cancel or change camper enrollment anytime throughout the summer. Notice must be received by Cheney Parks & Recreation no later than the end of the business day Friday (5:00 p.m.), six business days prior to the day or week being cancelled or changed. If notice is not received on time, parents will be liable for the remainder of the fee(s), and no refunds will be given.

## **Weather Policy and Air Quality**

Thankfully, in Cheney we don't experience much bad weather for most of the summer. However, we have had to deal with wildfire smoke. We will follow the Spokane Regional Clean Air Agency Current Air Quality Index, which can be found at <https://www.spokanecleanair.org/current-air-quality>. If the air quality index is 150 (Unhealthy) or above, campers will remain inside at the Wren Pierson Community Center.

## **Temperature**

We will follow the following heat index recommendations:

- Below 80 – Chance of heat illness is low, but still possible. Continue with normally scheduled activities.
- 80-85 – Add additional water breaks.
- 85-90 – Add additional water breaks.
- Above 90 – Chance of heat illness is greatly enhanced. Watch all children closely, add additional water breaks, and shorten outside exposure time if necessary.

# Camp CASLO

## Payment and Fees

### Rates

#### 8:45 a.m. – 4:00 p.m.

##### **Regular Daily Rate**

Resident: \$31.00

Non-Resident: \$36.00

Late Registration: \$47.00

#### 6:30 a.m. – 6:00 p.m.

##### **Extended Daily Rate**

Resident: \$37.75

Non-Resident: \$42.50

Late Registration: \$52.50

#### **Regular Weekly Rate**

Resident: \$117.00

Non-Resident: \$121.25

Late Registration: \$136.25

#### **Extended Weekly Rate**

Resident: \$152.00

Non-Resident: \$156.75

Late Registration: \$171.75

### Payment Options

Cheney Parks & Recreation is happy to receive payments by cash, check, and credit or debit card. Checks should be made payable to City of Cheney. Unfortunately, at this time we do not have automatic withdrawal available.

### Cheney Outreach Center

Tuition help might be possible through the Cheney Outreach Center. Please contact them to find out if you qualify. The Cheney Outreach Center office is open on Mondays 4:00 – 6:30 p.m. and on Wednesdays 8:30 a.m. – 2:00 p.m. Resident and income guidelines apply. Call ahead to learn what documents will be needed. Their number is 509-235-8900.

# Camp CASLO Contact Us

<https://www.cityofcheney.org/177/Parks-Recreation>

## **Cheney Parks & Recreation Office**

615 4<sup>th</sup> Street

Cheney, WA 99004

P: 509-498-9250

E: [lbridges@cityofcheney.org](mailto:lbridges@cityofcheney.org)

## **Recreation Director**

Kelly Ashe

P: 509-498-9290

E: [kashe@cityofcheney.org](mailto:kashe@cityofcheney.org)

## **Recreation Coordinator**

Dan Curley

P: 509-498-9251

E: [dcurley@cityofcheney.org](mailto:dcurley@cityofcheney.org)

## **Camp Supervisor**

P: 509-939-4386

## **CASLO Leaders Ages 5-8**

P: 509-844-2820

## **CASLO Leaders Ages 9-12**

P: 509-998-6433