



ROTA SDC

CYP SUMMER DAY CAMP

H A N D B O O K



INTRODUCTION

Welcome to NAVSTA Rota Child and Youth Programs (CYP) Summer Camp. We anticipate a fun-filled, safe and memorable summer, and look forward to working with all of our Summer Camp families.

The purpose of the Summer Camp Parent Handbook is to supplement the CYP Parent Handbook that is already established. There is so much information during the summer months that we have created this Summer Camp Parent Handbook to highlight areas that are especially important to our Summer Camp Families. The CYP Parent Handbook can be found on the Rota MWR Website in the “download” section under School Age Care.

<https://www.navymwrrota.com>

Throughout the Summer Camp Parent Handbook we will be referring to the CYP Handbook Parent Handbook.

If you have any concerns or questions about this handbook or any information contained therein, please feel free to contact us at School Age Care Program, **Building 41**, phone: **956-82-2839 (DSN: 727-2839)** or email us at **Rota_SAC@eu.navy.mil**



ROTA SCHOOL AGE CARE 2019 SUMMER CAMP HANDBOOK

Our Mission

To provide quality education and recreation activities and experiences for the youth that complement the school year, and allow them the physical and social engagement during the summer months.

Summer Camp Hours

Business hours 0600-1830, Monday through Friday.

Closed U.S. Holidays: 4 July 2019 in observance of Independence Day.

Meals

Breakfast: 8:30-9:00 a.m **Lunch:** 11:30 a.m-12:00 p.m **Snack:** 2:30-3:00 p.m **2nd. Snack:** 5:30-6:00 p.m

*Times may change on field trip days.

Camp Schedule & Things to Know. Most weeks will follow this design:

Our daily schedule will follow this pattern except for field trip days:

6:30-9:30 a.m.....	Welcome and Free Time
8:30-9:00 a.m.....	Breakfast is served
9:30-11:30 a.m.....	Camp Activities (Theme based rotational activities to choose from)
11:30-12:00 a.m.....	Lunch is served
11:30 a.m-6:30 p.m.....	Free Time and various club activities
2:30-3:00 p.m.....	First Snack is served
5:30-6:00 p.m.....	Second snack is served



Themes:

Week 1 (June 17-21): **MYSTERY MIND.** Mind-blowing brain building challenges and games.

Week 2 (June 24-28): **S.T.E.A.M.** A week full of Science, Technology, Engineering, Art, and Math.

Week 3 (July 1-5): **WE GOT SPIRIT.** Celebrating the American Spirit during her birthday week.

***Closed 4 July.*

Week 4 (July 8-12): **ADVENTURE IN THE GREAT OUTDOORS.** Outdoor recreational fun and challenges.

Week 5 (July 15-19): **EARTH DEFENDERS.** Super heroes learn to defend our planet by recycling, gardening, and creating treasures out of trash.

Week 6 (July 22-26): **SPACE JAM.** A mixture of Space and Sports activities.

Week 7 (July 29-Aug 02): **CAMP CREATE.** A week long adventure in the building and creating world using Legos and other building materials.

Week 8 (August 5-9): **UNDER THE SEA.** Join us on a journey of learning and laughter beneath the ocean depths.

Week 9 (August 12-16): **JUMANJI.** Animals, Animals, Animals, they will surround and you and astound you!

Week 10 (August 19-23): **PUMP UP THE JAM.** A Musical mash of fun activities, games and super cool, mind-blowing projects!



REGISTRATION AND DOCUMENTS

Registration for Summer Camp is conducted at the School Age Care Bldg. 41. Documents such as the sponsor's LES and additional medication forms may be required before the child can start summer camp. See our CYP Parent Handbook for eligibility and all registration requirements.

PREPARING FOR CAMP

Camp Attire

- Closed-toe shoes must be worn every day at camp for safety reasons. Children not wearing appropriate shoes will not be accepted at camp.
- Clothes that are appropriate for the weather and allow them to play like a kid at camp.
- Exclusively while at the pool open-toe sandals and flip-flops may be brought to the pool to wear.

What to bring

- Sunscreen labeled (NOT Spray) with your child's name should be provided every day and can remain at camp for your convenience. We are required to have a Safe Data Sheet (SDS) for all sunscreens used in our facilities, so please provide only what is listed here or provide a SDS for our files.

Approved sunscreens: *Banana Boat Sport Performance Lotion SPR 30; Coppertone UltraGuard Lotions SPF 70; Coppertone WaterBABIES lotion SPF 70; Coppertone Kids Lotion SPF 70
Product Quest Mfg. LCC SPF 50 Sport Sunscreen Fragrance Free; No-Ad SPF 30 Sunblock Lotion*

- Extra clothes, bathing suit, towel and water shoes on identified water play and swim days. Our summer camp program includes many swim and water days.
- A hat and other sun protective clothes are recommended. As with anything at summer camp, we recommend that all of your child's belongings be marked with their initials or name.

What not to bring

Toys, money, cell phones and electronic devices are not authorized at camp. Because we have so many children and so many toys for the children to choose from, we ask that the children do not bring toys from home. This will alleviate the risk of a valuable toy/money/electronic device getting lost or stolen, or arguments over ownership.

No food from home is authorized without a formal discussion and completed paperwork on file to ensure compliance with our policies.

Behavior Expectations

Our Summer Day Camp program will strive to facilitate behavioral growth and learning by setting clear expectations for behaviors that are regularly communicated and positively reinforced. All behavioral challenges will be handled on a case-by case basis. Please see page 16 of the CYP Parent Handbook for more information on our Behavioral guidance strategies.

Incidences

All incidences are brought to the parent's attention using our "We Need Your Help" form. When there is a behavioral concern our staff strive to redirect the child first and employ positive guidance techniques to deter or improve the behavior. When there is a disagreement between two or more children, our staff assist, but empower the children to work things out together. There is a zero tolerance for physical violence in our program. Should there be an occurrence of intentional physical violence towards themselves, another child or staff member, the child **MUST** be picked up within 1 hour of notification and will require a conference with the Assistant Youth Director prior to returning to camp. No refunds will be authorized for missing camp due to behavioral issues.

CYP Online Services

CYP Online Services is a user-friendly access point for families to make child care payments, print receipts, and get account information, make reservations for hourly care, sign up for local installation CYP activities, and more. Once families are registered in CYP, they can visit CYP Online Services at <https://myffr.navyaims.com/cyms.html> (or via the MWR webpage) to create a username and password. You have access to your account information at any time.

ACCIDENTS: Accidents will be documented and communicated to the parents/guardian at pick up; courtesy calls are also made when your child has a head or neck injury or severe laceration/bloody nose, etc.

SICK CHILD: If a child is not feeling well and not able to participate actively in the camp experience, parents must pick up the child within 1 hour. No camp refunds due to illnesses will be provided. All sick children awaiting pick-up will be offered a comfortable spot in our quiet zone away from other children.

CONTROL OF INFECTIOUS DISEASES: When our program is notified of one of our children having an infectious disease/infestations (chicken pox, pink eye, lice, etc.) our protocol is to post the notification in our facility to make parents aware and take the proper action to mitigate the spread.



MEALS AND SNACKS

Please ensure that your child arrives during the scheduled times If they would like the snacks and/or meals. We are not able to hold meals due to our food service guidelines.

***Meal times may change on field trip days.**

Meal Schedule: Breakfast: 8:30-9:00 a.m

Lunch: 11:30-12:00 a.m

Snack Schedule: Snack: 2:30-3:00 p.m

PM Snack: 5:30-6:00 p.m

Water will be readily available to your child all day wherever we go.

The Summer Day Camp program will have a weekly menu available so that families can see the healthy choices being served and take a copy home as well. Our program offers nutritious meals and snacks based on the U.S. Department of Agriculture's (USDA's) Child and Adult Care Food Program (CACFP) guidelines. For this reason, outside foods are not authorized to be brought in by any camper unless a Food Restriction/Substitution form has been completed and discussed with the Assistant Youth Director.

- **Food Allergies and Intolerances:** Any special needs due to allergies or food intolerances need to be brought to the attention of our Assistant Youth Director prior to starting camp. Please speak to our Operations Clerks so they may schedule a meeting with the Assistant Youth Director or Manager on Duty who will guide you through the proper procedures for the requests.

- **Food Restrictions based on Family Preferences:** Families may request food substitutions for cultural or other reasons. In these cases, it is the family's responsibility to provide the substitution for the child. Substitutions must be of an equivalent food component (i.e. strawberry for a peach) and meet our USDA guidelines. Please be advised that our program does not serve nut products.



FIELD TRIPS

PARTICIPATION: Field trips occur both on and off the installation. During enrollment, parents are asked to sign the Permissions Statement, which includes permission for field trips. Should you not want your child to attend anyone of our **Off Base** field trips, please notify our front desk staff and note it on the registration form. Another activity will be provided at the SAC building for that day. Should you not want your child to swim at the **base pool**, please notify our front desk staff and note it on the registration form. Another poolside activity will be provided at the pool picnic area. **DO NOT** send your child with money on any of our field trips please. We will be providing them with enough food and drinks throughout their day.

SAFETY

CYP Summer Day Camp T-Shirts: Field trip shirts will be distributed to every child the morning of the first field trip they will attend. These shirts **MUST** be worn at all times on our off base field trip days to help us identify easily our campers. These shirts are theirs to keep, however must be worn on all field trip days. Additional shirts will not be provided.

Rash Guards: Rash guards will be distributed to all children the morning of a field trip to a Water Park or Housing Pool. The rash guards **MUST** be worn at all times while on the field trip to help us identify easily our campers. These will be collected at the end of the day and are not meant to be taken home.

Ratios: For all field trips our ratios are lowered to 1 adult : 8 child.

Picking up Your Child: Please help us ensure our critical accountability is always maintained. Prior to picking up a child on a field trip or at the base pool, you **MUST** sign them out with the Camp Director on site.



DEPARTURE: The buses will leave on time and parents are asked that they ensure their child arrives on time and ready for the field trip. Please be aware that if you arrive late to the Summer Camp Program and all of our staff are on the trip, we will be unable to provide care for your child(ren). No refunds will be provided due to missing the schedule field trip bus. Every Friday afternoon, parents should receive an email for the following week giving times to meet for the field trips.

Off Base Field Trips

5-7 year old: Tuesdays approx. 9:00 a.m to 3:00 p.m

8-12 years old: Wednesdays approx. 9:00 a.m to 3:00 p.m

On Base Field Trips

All Ages: Thursdays 11:00 a.m to 3:30 p.m at the Housing Pool.

Summer Camp takes weekly field trips to the pool. To attain full access to the Housing Pool including slides and diving boards, all campers must successfully pass the Navy Youth Swim Test and the additional summer camp requirements below.

The Navy Youth Swim Test include:

- Swim one pool length (minimum of 25 yards) and back unassisted (total 50 yards) and without rest. Swimmers must use a recognizable swim stroke for the entire distance.
- Tread water for a minimum of 60 seconds.
- Back float for a minimum of 60 seconds.
- Jump into the deep end of the pool and return to the surface.
- Exit the pool unassisted.

If the swim test is not passed, the youths will have access to the shallow end only. If a youth requires or is using a life jacket or puddle jumper they must remain in arms reach of one of the SAC counselors. Only one attempt to pass the swim test can be offered per day per child.

If the swim test is passed with a parent outside of the camp program, the child will still have to take a remediated test that consists of the two stated standards above: two lengths of pool must be swum and the back float for a minimum of 60 seconds. If they do not pass the additional requirements the child will still have access to slides and shallow end.

ADMINISTRATIVE INFORMATION

Eligibility

In addition to the outlined eligibility requirements in our CYP Parent Handbook, we would like to stress that our summer day camp program is specially geared to youth age 6 to 12 years old. Children who are 5 and have not completed kindergarten, will not be authorized to attend however, can request care for either full time or hourly options at our Child Development Center's summer camp experience.

Fees and Payment Schedule

Fees must be paid in advance of receiving services and are therefore are due every Friday for the following week's camp. Payments not received by COB Friday, will result in forfeiture of the reservation. Advance payment can be made as well, and paying for all 10 weeks in advance will result in a 50% discount on the last week of program fees.

Care Options:

- **Full Time Participation:** Our Summer Camp program provides week-long, full time care services for 10 weeks during the DoDEA summer. Parents can register for only the weeks they want their child to attend.
- **Hourly Care:** Parents not wanting to sign their child up for a full week of camp will pay an hourly care rate of \$5 per hour.
- **Late Pick/up Fees:** A late pick-up fee will be assessed at a rate of \$1 per minute up to 15 minutes maximum. If after 30 minutes no contact has been made to parents or emergency contacts, base security or Family Advocacy may be notified.

How and When to Pay Fees

CYP offers two methods for families to pay their child care fees:

- (1) Go to CYP Online Services to make payments and access other services link
- (2) Pay at camp using a credit card. CYP does not accept cash or checks. Please be aware that late payments may result in denial of child care or School Age Care (SAC).

PARENT PARTICIPATION OPPORTUNITIES

FRIDAY LUNCH: In an effort to encourage parent participation and share some of what the campers have learned during the week, Camp will provide a weekly family meal every Friday in conjunction with a "Parents Presents" variety show. A presentation for families by the youth will be held from 1100-1130 followed by a family lunch 1130-1200. Parents are encouraged to come have lunch with their child and enjoy the show.

FIELD TRIP ATTENDANCE: Volunteering to assist on a field trip is a great way to spend the day with your child and earn reward points! Due to transportation limitations though, all parents not siblings, must be an active volunteer and pre-arranged to ensure space is available on our buses.

REWARDS PROGRAM: You can earn reward points and receive \$30 off of your child's weekly camp fee once every month! Ask our front Desk staff for more information on this fabulous program.

SPECIAL NEEDS

MEDICATION: When you register your child, you will be asked to sign a permission form authorizing our program to apply topical, nonprescription products on an as-needed basis, such as sunscreen. CYPs do not administer any ingestible nonprescription products or medications, such as pain relief medication or antihistamines, without a doctor's written permission.

PRESCRIPTION MEDICATION: The best place for your child to take a prescription medication is at home. If the dosage schedule and your work schedule make it impossible to administer a medicine only at home, then the CYP Professionals will work with you on a case-by-case basis to determine if they can administer the medicine at the program. Only CYP Professionals who have completed medication administration training, conducted by a health care professional, will provide medicine to your child.

Administration of a medication is allowable only under the following conditions:

The medication must be prescribed by a licensed health care provider, even if it is available over-the-counter.

1. Parents must submit a Medication Authorization Form that includes a signed statement from the prescribing physician specifying the medication type and full instructions for dosage, times, and application.
2. Parents must administer the first dose of a new medicine at home.
3. The medication must be in its original container with its original label, written by a pharmacist and include:
 - a. The child's first and last name
 - b. Date prescription was filled
 - c. Expiration date
 - d. Name of the prescribing health care provider
 - e. Instructions for administration and storage
 - f. Name and strength of medication

***Please see CYP Parent Handbook for more information on medications.**

CYP Parent Handbook can be downloaded off of the MWR Webpage or picked up at our Summer Camp Front Desk. Other items of interest within the CYP Parent Handbook include:

Full Eligibility Guidelines

Discount Opportunities

Late Pick-Up Policy

Inclement Weather Procedures

Inclusion Practices

A full description of all CYP Programs

Expanded Information on Parent Involvement Opportunities

Child Safety Measures

Health related Items

Nutrition and Obesity Prevention



CONTACT INFORMATION

Summer Day Camp Front Desk

Signe Costales, Assist. Youth Director

Cathy Knapp, ICYPD

Tom Durning, MWR Director

DSN 727-2839 Comm: 956-82-2839

DSN 727-2422 Comm: 956-82-2422

DSN 727-2458 Comm: 956-82-2458

DSN 727-1517 Comm: 956-82-1517

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Child and Youth Programs

