

2021

Camp Pendola Day Camp Parent Handbook



Camp Pendola Day Camp

Jennifer Campbell

Camp Pendola Director

Email: jcampbell@scd.org

Phone: (916)733-0135

Camp Pendola's Mission Statement

Camp Pendola exists to build lasting relationships, form servant leaders, and teach stewardship of God's creations through Christian community living in the outdoors.

Camp Pendola is a resident camp owned by the Catholic Diocese of Sacramento celebrating its 61th season in 2021. For this year we are running 4 weeks of Day Camp traveling to a new parish each week. The program gives campers an opportunity to develop an appreciation of the out-of-doors, to participate in small groups of their peers and supports individual growth of young people.

Activities create a sense of stewardship of the environment; emphasizes the small group as well as the individual and emphasizes the acceptance of differences in people; and structured in a child-centered approach.

Camp Pendola Day Camp serves young people ages of six to twelve and is open to all children without regard to race, color, religion, sex, national origin or economic status.

Camp Pendola is proud to be accredited by the American Camp Association. Developed exclusively for the camp industry, this nationally recognized organization focuses on program quality and health and safety issues and requires us to review every facet of our operation. Camp Pendola has voluntarily submitted to this independent appraisal conducted by camp experts and is proud to have earned this mark of distinction.



Camp Pendola Goals

To instill in each camper and staff member a reverence and sense of stewardship of all living things

- To provide opportunities that challenge each person according to their skills and abilities
- To provide an experience of small group Christian living
- To provide opportunities to deepen one's faith
- To help each camper and staff member grow and develop as an individual
- To model servant leadership and develop servant leaders.

Day Camp Schedule

- Fun in the Sun July 5 - 9 (Coed) - Holy Family, Citrus Heights
- Weird Science July 12 - 16 (Coed) - St. James, Davis
- Christmas in July! July 19 -23 (Coed) - Sacred Heart, Anderson
- Survivor Week July 26 - 30 (Coed) - Holy Trinity, El Dorado Hills

Camp runs from 9:00 a.m. to 3:00 p.m., Monday through Friday.

Facilities

Camp Pendola Day Camp will be hosted by a different parish each week. (see above) We are grateful to our parishes for open their facilities for us.

Money and Paperwork

Forms

All forms will be completed online. Please be sure to read our forms carefully. Registrations will be considered incomplete until the online forms, including Heath History, and \$50 fee is received.

Health History Form

Camper registrations are not complete until the Health History has been completed. With our online registration system, your child's health history information will be completed online and must be updated each year. Please be sure to notify camp if your child's dietary needs change after you have completed your Health History Form.

Balance of Registration Fees Due

All fees are due before your child's first day of camp. Fees can be paid all at once, or in increments between the time you register and date they are due. Once registered, at www.pendola.org, you may make additional payments with checks or credit cards using the account login you created in the registration portal.

Returned Checks

A \$45 fee will be charged for checks returned due to insufficient funds. You will then be required to make all payments with a cashier's check, money order, cash or credit card.

Confirmation

Once you have registered online and paid your deposit you will receive an automatic statement indicating any remaining balance and registration status.

Cancellation Policy

Camp Pendola reserves the right to cancel any session or program. Prompt notice will be given.

Refund Policy

If your child is unable to attend, please let us know as soon as your plans change. If your cancellation occurs prior to July 1st, then all fees are refundable, less a \$25 administrative fee. If your cancellation occurs after July 1st, or within 2 weeks of the beginning of the session, whichever is earlier, a \$75 administrative is retained. No refunds are given to families of children who must be sent home due to improper behavior or who cancel without two weeks notice. You may transfer to another session without penalty if there is space.

Federal Income Tax Credit

You may take a tax credit for your day camp expenses, if camp is your means of childcare. The Catholic Diocese of Sacramento's Federal Tax ID number 94-1270353

Summer 2021 T-shirts

Each camper will receive a 2021 Camp Pendola t-shirt the first week that they attend.

About Day Camp

Camp Activities

Activities at the Camp Pendola Day Camp are designed to be active, fun, and challenging. Exciting summer activities include sports, nature, drama, arts and crafts, archery, and special events. In addition, each week will include special theme-based activities. There are some activities which require safety procedures. Safety is our number one priority. Staff are trained in appropriate safety rules and regulations.

Camper Groups

Campers will be divided by age levels into groups. Each group will consist of 1 counselor and up to 15 campers. Campers are to stay with their group and their counselors at all times. If they need to leave their group for any reason, they will go with at least one buddy.

Absences

Please notify staff if your child will be absent or late in arriving by calling the Camp Director at 916-733-0135. Please leave a message if she is unable to answer she will call back as soon as possible.

Arrival and Departure

Day Camp hours are 9:00 am —3:00pm. At each parish the drop off and pick up location will be marked, but they are generally at or near the parish hall. At drop off, your child will be greeted by a staff member or screened and cleared parish volunteer. The Camp Director or Program Director will do a quick health check and then send the campers to their group to start the day.

At pick up, parents or whomever is picking up will need to show picture ID to the staff daily. Please be sure that you have added anyone who will be picking up your child to your "Permission to Transport" form within the registration portal. If there is a change to the pick up person please email the Camp Director at icampbell@scd.org with the name of the person who will pick up your child if they were not included in the "Permission to Transport" form.

Pick-up Beyond Scheduled Times

If a child is picked up late there will be a 10 minute grace period and then a \$10 per 15 minute late fee will be added to your account and billed.

Early Departures

If you need to pick up early please let the staff know in the morning or email the camp director so that the staff can make sure your child is ready for you when you arrive.

What to Bring to Day Camp—Please label all belonging!

- Wear comfortable clothes.
- Camp is fun and can be **messy!** Please do not send your child in expensive shoes or clothing.
- Tennis shoes and socks are required at camp. Sandals, flip-flops, or Crocs are not safe for some camp activities and should not be worn.
- Sunscreen
- Face mask or covering for when we are indoors.
- Small school size backpack to keep their belongings in.
- Water bottle to carry with them.
- Lunch

Nut Free Camp

A significant number of children have severe allergies to nuts. This means that they cannot eat or even touch nuts or foods made with nuts. These allergies are potentially life-threatening. Health and safety is important to us at Camp Pendola Day Camp, so in response, we are requesting that you do not include any nuts or food made with nuts in your child's lunch. Some good alternatives for peanut butter are Wowbutter or Sunbutter.

Snack

Campers will be provided a morning and afternoon snack daily. If your child has any food allergies or sensitivities please be sure to note that on their health form.

Birthdays

If your child's birthday falls during camp, you may arrange to provide a snack and or cake for the campers in your child's group.

Lost and Found

Lost and Found is on site until Friday. Camp staff will attempt to help children keep their possessions with them. Please label all belongings with first and last names. One month after the end of camp, remaining usable items will be donated to charity.

Health Practices and COVID-19 precautions

1. Daily Health Screenings – each day at drop off your staff will complete a health screening for symptoms of COVID-19.
2. Our groups (as much as possible) will be stable groups with camper interactions between the groups limited to times where physical distance can be maintained.
3. Campers and Staff will be asked to wear a mask when we are indoors, unless we are having snack or lunch.
4. If your child develops any symptoms of a communicable disease at day camp, the child will be isolated until you are able to pick up the child. We request that you arrange to pick up your child as soon as possible. You will be informed if and when your child has been exposed to a communicable disease while participating in camp.
5. Prescription and non-prescription medications will be given only with your written permission.
 - a. If your child requires prescription medicine during the day, send it in the original pharmacy container only. You will also need to complete the Medications Authorization in the registration portal.
 - b. Prescription and non-prescription medication will be given according to instructions on the container and by authorization of the Camp Director.
6. For the protection of campers and staff members, please do not send your camper to camp when suffering from any communicable disease.

First Aid

Camp Pendola Day Camp staff are certified in First Aid and CPR/AED. First Aid will be administered on site and parents will be notified. Should the injury require emergency assistance, 911 may be called. In this event, parents will be contacted immediately.

Emergency Procedures

Day Camp staff will be trained on emergency procedures and will rehearse procedures during staff training. Camp staff will use two-way radios or cell phones to communicate. Our first priority is the safety of our campers. Once campers are secured, and it is safe to communicate, parents will be contacted as soon as possible. If you have any questions about our Day Camp emergency procedures, please contact Jennifer Campbell at jcampbell@scd.org or (916)733-0135

Camper Expectation

We want campers to have a good time at Camp Pendola Day Camp! In order for everyone to get along, we will need to agree on specific expectations. Counselors will go over expectations and procedures with the campers. Campers need to be polite and courteous of others.

1. Stay with your group and your counselor.
2. Stay within the boundaries set for specific activities.
3. Use appropriate language. No swearing or put downs.

4. Treat others fairly. Respect others and their belongings. Keep your hands to yourself.
5. No throwing of sticks, rocks or other such objects.
6. Put away personal belongings in the space provided. Clean up after yourself.
7. Help with cleanup of the activity and camp setting.
8. When eating, sit, use a quiet voice, use good table manners, and clean up the area when finished.
9. Always follow the instructions of Camp Pendola staff promptly.

Discipline and Dismissal Policy

Camp Pendola is interested in the welfare of all children. Participants in programs sponsored by Camp Pendola are expected to follow the rules of the program and obey the direction of the staff. A child's failure or inability to follow rules or obey directions may cause a serious discipline problem. A serious disciplinary problem may also occur when a child requires constant one-on-one attention; inflicts physical or emotional harm on other children; abuses staff or is otherwise unable to conform to the rules and guidelines of Camp Pendola's programs. If a child exhibits behavior that endangers himself/herself or others, parents will be called and required to pick up the child immediately.

If a child becomes a serious discipline problem, the staff will notify the parents of the situation, and discuss a solution. If improvement does not occur, or a solution cannot be determined, the staff may recommend that a child be dismissed from the program. The staff will discuss the dismissal procedure with the parents, should a serious discipline problem occur. However, acceptance into the program is conditioned on the above policy and right to dismiss a child from the program as outlined above.

Behavior Guidance

Our day camp program is based on mutual respect being shared between Camp staff and campers. While all campers are valued as individuals with unique qualities and needs, they will be required to interact appropriately while attending camp. Behavior management is essential to ensure the safety and enjoyment of all campers, helping children feel secure at the same time it builds self-control and self-esteem. The objective of discipline and behavior management is to promote behaviors that are beneficial to the child's development and welfare and to change and/or eliminate behaviors that are harmful or distressing to the child or to others. Camp Staff are trained to use the following techniques.

- We talk with campers about rules at the beginning of each camp session.
- We compliment, encourage, and praise appropriate behavior.
- We display positive behavior ourselves.
- We use suggestions or redirection.
- We hold quiet, brief, private talks with campers to address behavior.
- We problem solve with campers.
- We remove campers from a problem area.
- We separate campers.
- We give appropriate choices: "you may share the ball or wait out until the next inning starts"

Child Abuse or Neglect

The Diocese of Sacramento mandates that all personnel working or volunteering in the Diocese of Sacramento must report suspected child abuse or neglect. There is a penalty for violation of this reporting law. This act protects the people reporting to Child and Protective Services from any liability, civil or criminal. All records and reports concerning child abuse or neglect filed with CPS or the district court are confidential and will not be disclosed. All staff members at Camp Pendola Day Camp have completed the diocesan mandated Shield the Vulnerable training and are aware of this policy.