



Truckee - Donner Recreation and Park District

CAMP TRUDACA

-Proudly serving Truckee since 1993-

2017

PARENT MANUAL

(1ST - 5TH)

(Repeat Kinders Okay)

*CAMP INFORMATION

*POLICIES AND PROCEDURES

*REGISTRATION FORMS

*ACTIVITY SCHEDULES

Camp Director: Amy Bolton

530-448-1103 or 530-582-7745



CAMP TRUDACA PROGRAM OVERVIEW:

Welcome to the Truckee – Donner Recreation and Park District's Camp Trudaca Program 2017! Camp Trudaca takes place at the Regional Park in Truckee. Sign-in / out will be in the day camp modular or the garage with the blue roof, aka camp lodge which are located just past the Rodeo area. This year camp begins on Wednesday, June 28, 2017 and continues until Friday, August 25, 2017. **Camp Trudaca** is for campers entering 1st through 5th grades in the fall of 2017. Children who have completed Transitional Kindergarten are also welcome. Camp Trudaca operates 7:15 – 6:00pm, daily. This packet contains important information you will need to know to help this summer be successful for you and your camper. Please read through the information and complete the necessary registration forms prior to registration. Completed forms will speed up the registration process. Registration begins May 1st at the Community Recreation Center Office. Contact the recreation office at 582-7720 or Amy Bolton at 448-1103 with any questions.

PROGRAM GOALS & ACTIVITIES:

The mission of the Truckee-Donner Recreation and Park District:

"Inspiring creative active lives for a healthy mountain community."

The goal of Camp Trudaca is to provide a safe and fun recreational program! Trustworthy, caring, and competent staff are hired and trained to meet the needs of the campers. Staff spends many hours planning creative and fun activities to keep campers active and entertained throughout each day.

In order to meet the physical, social, emotional and recreational needs of the children, the program will:

- Provide campers a secure environment staffed by warm, friendly counselors.
- Offer activities that will promote self-esteem, confidence, creativity and responsibility.
- Encourage children in developing decision making skills by providing choices with set limits.
- Provide recreation, social, and academically oriented activities.

GENERAL SCHEDULE:

Camp Hours & Schedule: Camp Trudaca: (entering 1st grade through 5th grade fall 2017, repeat kindergarteners are welcome.) Camp runs daily from 7:15am – 6:00pm. From 7:15am – 9:00am there is supervised free play. 9:00am – 4:30pm scheduled camp activities take place. 4:30 – 6pm is supervised games and free play. Please do not drop-off campers before 7:15am and please be prompt and pick-up campers no later than 6:00pm. Camp is separated into 2 different age groups: **Monkeys:** 1st & 2nd graders and **Apes:** 3rd, 4th & 5th graders. Counselors plan activities around weekly themes. **See attached schedule for all themes, special classes, special events and field trips.** Be aware activities are subject to change. **Mondays:** All campers stay at the Regional Park. **Tuesdays:** Apes: grades 3–5 go to the West End Beach via Truckee Trolley. Monkey's stay at camp and participate in special classes. **Wednesdays:** Monkey's go to the West End beach via Truckee Trolley and Apes stay at camp and participate in special classes. **Thursdays:** all campers stay at camp for our special event. **Fridays:** All camp field trip via charter bus.

PARENT INFORMATION:

Each week there will be a schedule of the "Daily Activities" and on the back side will be a "Parent Letter" stating what the campers need to bring for each day of that week. Please remember to pick one up and read it. This is important information.

ARRIVAL:

Every child is a very important part of our day! Please arrive at camp no later than 9:00am. This is when we do our opening ceremonies, put campers in groups **and begin the day's activities. We do not want campers to miss out. If you will be later than 9:00 please give us a call at camp 582-7745 and let us know you are coming. If you are not going to attend please also call us at 582-7745 or the Recreation Office at 582-7720. Often times we have a waiting list and we may be able to accommodate those campers who are waiting to have a spectacular day. On trip days and beach days, please arrive no later than 8:45. Staff is unable to wait for late campers on those days. If you miss the trolley on your child's beach day, it is your responsibility to drive your camper to the West End Beach. Please look for the weekly parent information letter so you know what time each trip leaves.**

******WHAT TO SEND******

Campers are responsible for their own personal belongings. Staff will not be held accountable for lost articles. Campers must bring all supplies in a zipped backpack! Please label all belongings. **All electronics and toys are prohibited from camp. If your child comes to camp with any electronic or toys, they will be taken away!** Staff can not be responsible for lost or broken items.

Clothing: Campers must come to camp wearing close-toed shoes. There are many sticks and pinecones covering the ground and campers must be ready to hike and play in this environment. **DRESS FOR THE WEATHER!** It is chilly in the morning so a sweatshirt is a good idea. **Water play happens daily so a suit and towel are needed everyday!** Campers may wear sandals on their beach day only!

Camp T-Shirts! Your camper will receive a complimentary camp T-shirt. These t-shirts will be given to your camper by the day camp directors at their convenience during the week. **Very Important:** All campers attending the Friday Field Trips **MUST** wear their camp T-shirt to identify they are with our group! Only one t-shirt per camper will be given out. Don't lose them.

Lunch/Snack: Campers need to bring a big lunch everyday with at least 2 snacks. The day is long and appetites soar, so it is much better to pack too much than too little. No refrigerator or microwave is available so please provide a cold pack for perishables. We have hungry chipmunks at camp so please send your campers lunch in a closed lunchbox! No plastic bags please! **Please send your camper with a water bottle everyday to keep hydrated!**

Sunscreen: Please apply waterproof sunscreen to your camper everyday before camp. Staff will remind and assist campers in re-applying sunscreen throughout the day, but the first dose should be applied at home. If your camper is fair-skinned, please send a hat and a swim shirt. Please make sure your camper has his/her own labeled sunscreen. **CAMP TRUDACA DOES NOT PROVIDE SUNSCREEN FOR CAMPERS!**

POLICIES:

Illness/Injury: When a camper is not feeling well, please do not send him/her to camp! Camp Trudaca does not have the facilities to care for sick children! If a camper is brought to camp ill or becomes ill throughout the day, staff will call emergency contacts to come pick up the camper. Parents are expected to pick up sick campers within 45 minutes. If it takes longer a late fee will be charged. Please keep emergency numbers and contacts updated so someone can be reached-immediately. Staff is trained in CPR, First Aid and Basic Water Safety. Staff will handle emergency situations as they have been taught. With the exception of life threatening emergencies, all effort will be made to reach an

emergency contact before calling professional medical personnel. If camp staff decides a child needs immediate medical attention and/or emergency contacts are unavailable, professional medical personnel may be contacted to transport the child to the hospital.

Medication: Campers may not self-administer or be in the possession of medication during camp. If a camper needs medication during camp hours a "Medication Administration" form must be filled out by the parent. Only prescription drugs, in their original containers with the child's name and date will be administered. No over the counter medication will be given without written consent from the physician.

Behavior: Counselors encourage campers to respect themselves, each other, staff and property. Counselors go over the rules often. Appropriate behaviors are recognized and rewarded. Misbehaviors are re-directed. Campers not responsive to re-direction will be reminded to correct their behavior through loss of privilege and rewards. Campers are expected to enjoy and participate in camp activities without disruption or preventing other children's enjoyment and participation. Staff will keep parents informed of behavior issues frequently with our daily logs. Staff will not discuss disciplinary issues regarding other campers. Reoccurring behavior issues may result in suspension or permanent ejection from camp if determined by staff. **Physical fighting will not be tolerated. If this occurs, parents of campers involved will be contacted immediately to pick up their campers.** If day camp directors determine that a camper can not benefit from Camp Trudaca or presents danger to others, parents will be required to withdraw camper from program. It is our responsibility to provide a safe and secure environment for all participants. Parents are asked to work as partners with Camp Trudaca Staff and respect our professional training. If a parent or guardian has a concern they shall address the concern in an appropriate and calm manner. Any parent who is disrespectful or who threatens to harass staff in any way will be asked to remove their camper from the program.

Sign-In/Sign-Out: A parent/guardian must sign their camper in and out of camp each day on the master roster. Campers are not allowed to sign themselves in or out. The only people allowed to pick up a camper are those people listed on the emergency forms. In the event someone not listed on the emergency form must pick up a camper, camp staff must receive written permission from the parent/guardian specifying who will be picking up the camper. Camp staff may check identification of those people. If you do not see your child's name on the roster at drop off, please **do not** add your camper's name. Camp directors need to call the office and verify that your camper is signed up.

ADMISSION PROCEDURES AND ENROLLMENT:

Registration and Payment: **New - Single day registration** is now available Monday – Thursday. To register for the Friday field trip you must be registered one additional day that week. **New - On-line registration!** On-line registration is now available and is active up to Friday at 5:00pm before the week registering. After Friday, registration is taken at the recreation office which is open for business Monday/Tuesday 8-5:30, Wed/Thur. 9-5:30 and Friday 9-5pm. Registration is available over the phone with a credit card as long as the necessary paper work is on file at the office. Recreation Office phone number is 582-7720! **ALL REGISTRANTS MUST FILL OUT A PAPER EMERGENCY FORM BEFORE THEY COME TO CAMP.** Do not come to camp without registering your camper! They will not be allowed to stay. Parents may not leave campers at camp to go to the office to register. If payment is made after the deadline, parents must bring the receipt to camp as proof of payment.

SUMMER SCHOLARSHIPS:

The Truckee-Donner Recreation and Park District offers scholarships for families who qualify. If you are in need of financial help for summer camp costs, please fill out a TDRPD "hardship form", plus required documents and a schedule of when you need your child to attend camp. Please turn these forms into the office by May 1, 2017. Be aware these forms do not guarantee your family a discount. Hardship forms will be reviewed by staff and if your family qualifies, you will be notified by the office as to what your discounted rate will be.

NOTE: These scholarships are taken on a first-come, first-serve basis.

SUMMER CREDIT AND REFUND POLICIES:

Please refer to the registration form, brochure or front office for all camp credit and refund policies!

LATE FEES:

Camp Trudaca closes at 6:00pm sharp! Camp Trudaca staff work long hard days with your campers. It is not fair to the staff for parents to pick up campers late! In the event this happens parents will be charged a late fee.

The late fees are: 6:01-6:05pm: \$5.00
 6:06 – 6:15pm: \$25.00
 6:16 – 6:30pm: \$30.00

These late fees will be strictly enforced and camp staff does not have the ability to waive fees! If a camper has not been picked up by 6:30pm and the staff is unable to contact anyone on the emergency form, camper will be placed in the custody of the Truckee Police Department. Habitual lateness may result in permanent dismissal from the program.

We realize this is a lot of information, but we hope to answer any questions you may have before camp begins. If you have additional questions or concerns, please feel free to contact the Day Camp Director, Amy Bolton at 530-448-1103(camp cell) or 530-582-7745(camp land line). Thank you for choosing the Truckee-Donner Recreation and Park District's Camp Trudaca Program. We look forward to spending a safe and fun summer with your camper!

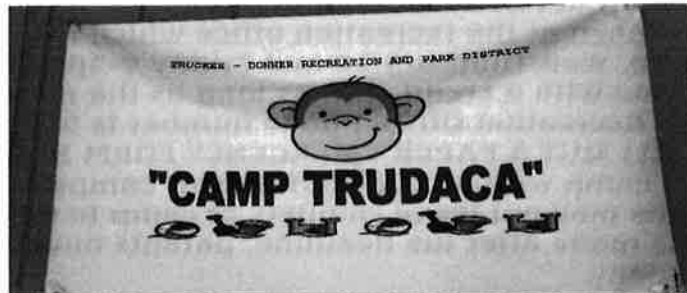
2017 Camp Trudaca Fees:

Early Pay:

Single Day: \$39
Friday Field Trip: \$43

Regular Rates:

Single Day: \$41
Friday Field Trip: \$45



**TRUCKEE – DONNER RECREATION AND PARK DISTRICT
CAMP TRUDACA 2017
WEEKLY THEMES AND ACTIVITIES**

<u>Dates:</u>	<u>Themes:</u>	<u>Tues/Wed. Class</u>	<u>Thurs. Special Event</u>	<u>Fri. Trip</u>
Wk. 1 June 28 - 30	“SUMMER IS HERE”	Homemade Sidewalk Chalk	Scavenger Hunt Fun	West End Beach
Wk. 2 July 3 - 7 (No camp Tues. July 4)	“ALL AMERICAN”	All American Food Relays	American Party	Wild Island
Wk. 3 July 10 - 14	“FUN & FITNESS”	Tic Tac Toe Team Relay Make Finger Twister	Wacky Sports Day	Roller Skating Candy Factory Tour
Wk. 4 July 17 - 21	“TROPICAL PARADISE”	Beach Treats Tie Dye Art	Bahama Party	Meeks Bay Beach
Wk. 5 July 24 – 28	“WILD, WILD, WEST”	Archery Campfire Snacks	Western Party	Paradise Cove Fun Center & Park
Wk. 6 July 31 – Aug. 4	“BON VOYAGE”	Mancala Tournament International Flags	International Party	Discovery Museum & Park
Wk. 7 Aug. 7 - 11	“JUNGLE MANIA”	Face Painting Pet Rocks	Jungle Jubilee	Tahoe Swim & Mini Golf Carnelian Bay
Wk. 8 Aug. 14 - 18	“ENTREPRENUER”	Game Show Fun Baking/Cooking	Career Madness	Coconut Bowl & High Ballocity
Wk. 9 Aug. 21 - 25	“TIL NEXT SUMMER”	Improv & Skits Camp Year Books	Camper Palooza	Boom Town & Park

Mondays: All Campers at Regional Park!

Tuesdays: Grades 3, 4 & 5 to the West End Beach / Grades 1 & 2 Special Class at Camp

Wednesdays: Grades 1 & 2 to West End Beach / Grades 3, 4 & 5 Special Class at Camp

Thursdays: Special Events-ALL

Fridays: Field Trip Day-ALL

*Activities Subject to Change

Truckee – Donner Recreation and Park District - CAMP TRUDACA 2016 REGISTRATION FORM

ENTERING FALL 2017 - 1ST – 5TH GRADES (second year Kinders okay)

PLEASE FILL OUT A FORM FOR EACH CHILD

CHILD'S NAME	BIRTH DATE	SEX	GRADE FALL 2017 Circle Grade next fall:	T-SHIRT SIZE Circle One
			K 1 2 3 4 5 repeat	S M L (6-8) (10-12) (14-16)

PARENT: _____ HOME PHONE: _____ DAY/CELL# _____

Please **ONLY** circle the days in each week that you are paying for your child to attend. Do not circle days that you plan to pay for later. Payment for camp is due at the time of sign up: **Payment option: If your total fees are more than \$1,000.00 you may pay half at the time of registration and the other half will be charged to your credit card on July 5.** Camp fees paid and canceled may be transferred to future sessions of the same camp if space is available. You must contact the TDRPD office by Tuesday the week prior to the week being changed. 50% of camp fees will be refunded if you are unable to move your dates. No refunds or credits will be given to any cancellation from the Wednesday before the week in question, including for sickness! *Credits not used by the end of camp will be forfeited to that camp.* Online registration is available through the preceding Friday at 5:00pm.

***Note: Single day registration is now available Monday – Thursday.**

Friday Field Trip registration must be accompanied by one other day.

Fees: Early Rates: Monday – Thursday: \$39/per day & Friday: \$43

Regular Rates: Monday – Thursday: \$41/per day & Friday: \$45

Session	DATES	CAMP TRUDACA	WEEKLY TOTAL
		7:15 AM – 6 PM	
1	JUNE 28 - 30	W TH F	
2	JULY 3 – 7 No Camp Tues. July 4	M W TH F	
3	JULY 10 - 14	M T W TH F	
4	JULY 17 - 21	M T W TH F	
5	JULY 24 - 28	M T W TH F	
6	JULY 31 – AUG. 4	M T W TH F	
7	AUGUST 7 - 11	M T W TH F	
8	AUGUST 14 - 18	M T W TH F	
9	AUGUST 21 - 25	M T W TH F	
	OFFICE USE	TOTAL FEES PAID:	Staff:

I, _____, the parent/guardian of _____ have received and read a copy of the T.D.R.P.D. Camp Trudaca parent information packet. I understand the policies as described and the above registration procedures and agree to their enforcement.

x _____ Date: _____

Signature of above parent/guardian



Youth Program Emergency Information, Registration, Agreement, Waiver & Release Form

Program Name	Dates & Times	Initials	Date
Camp Trudaca	June 28 th , 2017-August 25 th , 2017 7:15am – 6pm, Monday-Friday		
Camp RAD	June 26 th , 2017-August 25 th , 2017 7:15am – 6pm, Monday-Friday		
Adventure Camp	June 28 th , 2017-August 25 th , 2017 7:15am – 6pm, Monday-Friday		
Mini Camp	August 28 th & 29 th , 2017 7:15am – 6pm, Monday-Friday		

I have carefully read the description(s) of the program(s) for which I/we are registering, for myself and/or for my child. By initialing and dating next to each class I have listed above, I am consenting and agree to the terms and conditions of this "Agreement, Waiver and Release" for each class added to this form since my original signature date. _____ (initial required)

REFUND/VACATION/PAYMENT DUE POLICY

No refunds will be given for one-time classes, trips, tours, camps or special events. Refunds will be given if TDRPD cancels a class. Refunds/credits requested as a result of a child's extended injury or illness will be reviewed on a case-by-case basis. All refunds/credits are subject to a \$5 transfer or \$15 refund fee. Payment is due prior to the first class each month for all ongoing programs, and at the time of registration for all others. Camp days may be refunded/transferred up to the Tuesday the week before camp. The fees may only be transferred within the specific summer camp. Any unused or unneeded fees for camp will be refunded up to 50%

Signature: _____ Date: _____

CONSENT TO TREAT

I, the undersigned parent/legal guardian of _____, a minor, do hereby authorize and consent to any X-ray, examination, anesthetic, medical, or surgical procedure rendered under the general or specific supervision of any member of the medical staff and any emergency room staff licensed under the provisions of the Medical Practice Act and on the staff of any acute care general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required by the above named minor(s) and is given to provide authority to transport by emergency vehicle and power to render care, which the aforementioned physician, in the exercise of his best judgement, may deem advisable. It is understood that effort should be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above mentioned treatment will not be withheld if the undersigned cannot be reached. Authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

Signature: _____ Date: _____

AGREEMENT, WAIVER AND RELEASE

In consideration for being permitted by the Truckee-Donner Recreation and Park District to participate in the above activity(ies), I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the Truckee-Donner Recreation & Park Districts. (it's officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or injury or property damage that said minor may sustain while participating in said activity.

Parental Consent (to be completed & signed by parent/guardian if participant in under 18 years of age)

I hereby consent that my son/daughter, named above, participant in the above activity(ies), and I hereby execute the above Agreement, Waiver and Release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost or expense which they may incur as a result of the death or injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LAIBILTY AND A CONTRACT BETWEEN MYSELF AND THE TRUCKEE-DONNERRECREATION AND PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature: _____ Printed Name _____ Date: _____

Youth Program Emergency Information

PROGRAM NAME(S): Camp Trudaca, Adventure Camp, Camp Rad & Mini Camp

Please print ALL information clearly

Child's Name: _____ M/F Birthdate: _____ Age: _____ Grade: Fall 2017 _____
Last First

Child's Name: _____ M/F Birthdate: _____ Age: _____ Grade: Fall 2017 _____
Last First

Child's Name: _____ M/F Birthdate: _____ Age: _____ Grade: Fall 2017 _____
Last First

Mailing Address: _____

Physical Address: _____

*Guardian's Name: _____ Birthdate: _____ Home Phone: _____ Work: _____

E-Mail address: _____ Cell: _____ Relationship to Child: _____

*Guardian's Name: _____ Birthdate: _____ Home Phone: _____ Work: _____

E-Mail address: _____ Cell: _____ Relationship to Child: _____

Allergies with Special Instructions:

Physician's Name: _____ Phone Number: _____

***If staff is to administer medications to your child please fill out the following:
(Please give staff medications in original container)**

Type of medication: _____ Purpose: _____ Daily amount prescribed: _____

Times to be administered: _____ Special Instructions: _____

Medication Start Date: _____ Medication End Date: _____

Emergency Contacts and others authorized to pick-up: (Other than guardians)

Name: _____ Number: _____ Relationship: _____

Name: _____ Number: _____ Relationship: _____

Name: _____ Number: _____ Relationship: _____

TRAVEL/FIELD TRIP PERMISSION

I give my permission for my child(ren) to accompany the program(s) listed on this form on local and out of town field trips, either walking, public bus, or in District Vehicles. I am aware that travel and/or transportation may be part of the program(s), and schedules of any such trips are available in advance.

Signature: _____ Date: _____

PHOTOGRAPHIC RELEASE

I understand that photographs may be taken of my child(ren) during TDRPD programs or events. I give Truckee-Donner Recreation and Park District permission to use any such photos for advertising or in promotional materials.

Signature: _____ Date: _____