

SRSRC

Parent Handbook

Summer Camp Information:

Registration & Payment

Pick-up & Drop-off

Preparing for Camp

Program Content

Transportation

Safety

***Additional information can be found on our website at www.srsrc.com, such as the camp brochure.**

***Please check out our blog at srsrccamps.blogspot.com**

Welcome to the Scripps Ranch Swim & Racquet Club Camp Program!

Our staff is dedicated to providing quality camp experiences to youth through our camp program. We understand that each child is unique and has their individual rate of development. We share the goal of providing a safe environment in which children can have fun while learning and enjoying new experiences, while also continuing to develop their own skills and interests. The SRSRC Camp Programs are dedicated to improving participant's quality of life and helping children reach their full potential. We are dedicated to continuing the growth of your child and to creating friendships and memories that will last forever. Thank you for choosing to spend your vacation with us.

We welcome you to Scripps Ranch Swim & Racquet Club's (SRSRC) Camp Program, and look forward to having your child become a part of our camps. Please read through this information guide prior to your child's camp experience, as it may answer many of the frequently asked questions about our program.

Beyond safety and supervision, our goal is to provide every child with special, positive, and growth-oriented opportunities. SRSRC camps are dedicated to meet the following goals.

Campers will:

- Feel accepted by peers and staff as an important contributor to our camp community
- Learn valuable skills that are applicable to events in everyday life
- Gain confidence, self-esteem, and appreciate oneself and others

- Be provided with a safe environment in which campers feel comfortable trying new things
- Gain a better understanding of the subject being introduced in camp
- Understand the importance of values such as sharing, cooperation, and respect
- Learn new skills
- Practice teamwork and positive attitudes
- Learn and practice leadership skills
- Develop and practice life values
- Learn and develop responsibilities
- Have fun!

SRSRC Camps Mission Statement

The SRSRC Camp program is dedicated to fostering development in children in areas such as social interactions, self-respect, and self-efficacy in a positive and safe environment, while always ensuring that each child is treated in a respectful and caring manner.

Non-Discrimination Clause

All SRSRC programs are open to all persons regardless of race, religion, creed, color or national origin.

Where are we located?

SRSRC Aviary location
9875 Aviary Drive
San Diego, CA 92131

People to Contact:

Camp Registration Information: Front Desk

(858) 271 – 6222

Camp Programs Information: Brenda Etzel, Programs & Camp Director

(858) 271 – 6222 ext. 104 OR brenda@srsrc.com

Camp Refunds: Pattii Culver, Front Desk

(858) 271 – 6222 OR aviary@srsrc.com

Camp Hours of Operation

A.M. Extended Care: 6:30 – 8:30 a.m.

Camp Hours: 8:30 a.m. – 4:00 p.m.

P.M. Extended Care: 4:00 p.m. – 6:30 p.m.

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I. Registration, Transfer, and Payment

Do you accept a deposit for registration?

No, payment is due in full at the time of sign up.

What types of fees are there for registration?

Payment in full is due at the time of sign up, no exceptions. If you are a member of SRSRC, you may office charge the camp dues and pay throughout the summer in three equal installments (June, July, and August) with full payment due by the end of the summer season. Non-members must pay in full at the time of sign up by check, credit card, or cash. There is a \$10 charge that will be assessed for any returned check.

Does SRSRC offer financial assistance?

Unfortunately we are unable to offer financial assistance, because we are a private, non-profit organization.

What is the SRSRC Camp refund policy?

If SRSRC cancels a camp, we will provide a full refund for you and you will be notified within 5 days of the camp start date so that other arrangements can be made. If you request a refund 14 days or more prior to the first day of camp, we will grant you a refund minus a \$25.00 processing fee. *Scripps Ranch Kids Klub will be a \$5.00 processing fee per day.* Refund requests made within 14 days prior to the first day of the program will receive 50% refund. Refund requests made within 7 days of camp will result in complete forfeit of payment. There will be no refunds granted within 7 days of camp. *SRKK will not receive a refund when cancelling the day of camp, unless a medical note is provided. Still a \$5 processing fee will apply.*

What if my child is just a few months too young to attend a camp?

For most of our camps, your child must be the age required at the start of the camp week. For our younger camps, in which 4 years old is the age requirement, campers must be turning 5 years old by December 31, 2010 and must be potty trained. For specific questions about age requirements of camps, please contact Brenda Etzel at Brenda@srsrc.com.

What if the camp I want for my child is already full? Is there a waitlist?

Yes, there is a waitlist for each camp. We call the week prior to the start of each session if there are changes or cancellations that allow for accommodating those who are on the waitlist.

What is the SRSRC camp transfer policy?

Campers will not be able to transfer camps unless authorized and approved by the Camp Director the Friday before the beginning of the camp week. All transfers will be assessed a \$10.00 transfer fee to transfer to a different camp in the same week or transfer to a camp in a different week (based on availability). *There is a \$5.00 transfer fee assessed for Scripps Ranch Kids Klub Camp. **Pattii Culver is in charge of transfers.***

I only need to send my camper a few days a week. Will you prorate?

We believe that a majority of our specialty camps require a full week's participation in order to be the most valuable experience. We also pay our vendors and staff by the week, and need accurate total numbers of participants prior to the start of camp. For these reasons, we do not prorate camps. If partial days or partial weeks are needed, the best option is Kids Klub Camp.

II. Pick-up, Drop-off, and Transportation Information

Where do I drop off and pick up my camper?

If you drop off your camper during A.M. Extended Care between the hours of 6:30 – 8:30 a.m., you should bring your child to the indoor lounge / TV room. If you drop off your camper between 8:15 – 8:45 a.m., you may use our Drop-Off Zone located at the east end of our parking lot, or you may walk your camper to the correct numbered station located on our basketball court. If you are picking up your child between 3:30 – 4:00 p.m., your camper will be located on the basketball court. If you are picking up your camper between 4:00 – 6:30 p.m. from P.M. Extended Care, your child will either be on the basketball court, playground, patio, or in the indoor lounge / TV room.

What if I am not the person who will be picking up my camper?

Anyone picking up a child must be authorized on the Camper Health History Form and must present a picture I.D.

Who provides transportation?

For our larger off-site camps, transportation will be provided by Coach America San Diego Grayline. Under no circumstances does Coach America permit more passengers than the maximum allowed for the number of seats available on any one of their motor coaches. In addition, for smaller camps (such as Teen Day Trippers, Paintball, etc.) SRSRC vehicles will be used to allow for the safest means of transportation. Our drivers are required to have a Class B license and be insured, maintain a good driving record, and hold current certification in first aid and CPR. When using transportation of either kind for an SRSRC camp, we follow strict procedures recommended by ACA, such as having a camp counselor to be the first person off of the bus before campers are allowed outside of the bus. Campers on the bus will always be supervised by camp staff. We always carry SRSRC communication devices (such as SRSRC cellular phones and walkie talkies), first aid supplies, camp roster, as well as copies of camper health history forms in order to ensure a safe trip. SRSRC does not use private vehicles for transportation. If there are any changes to arrival times of buses back to camp, a sign will be posted at the individual camp station and we will update our blog spot.

What time do the buses leave for off-site camps?

Buses begin to leave around 8:45 a.m. unless otherwise specified. Please ask your child's camp counselors for specific departure times. It is extremely important that campers arrive at SRSRC no later than 8:30a.m. every day, unless otherwise specified. If a child is dropped off for a day camp program after the bus has departed, the

parent is responsible for: transporting the child to the camp location, delivering the child to the camp counselor, and reporting that the child is late and is joining the camp. SRSRC will not send a vehicle back to pick up late campers or deliver a child to the program. There will also be no credits or refunds if a camper needs to join an on-site camp due to late drop off.

Important times:

- 6:30 a.m. – Camp opens for A.M. Extended Care.
- 8:15 a.m. – Drop Off Zone opens
- 8:30 a.m. – Campers participate in camp warm-up
- 8:45 a.m. – Drop Off Zone closes
- 9:00 a.m. – Review camp rules
- 9:00 – 9:15 a.m. – Campers begin activities
- 4:00 p.m. – Buses/vans return (off-site trips)
- 6:30 p.m. – Camp P.M. Extended Care closes

Important Dates:

- March 20th – April 9th: Member sign-ups
- April 10th: Non-member sign-ups begin
- June 22nd: First day of camp for traditional school schedule
- July 22nd: First day of camp for year-round school schedule
- September 3rd: Last day of camp
- September 7th: First day of school

What if my camper is going to be absent?

If your camper will be absent from camp, please call or e-mail Brenda Etzel (Brenda@srsrc.com) by 8:00 a.m. There will be no credits or refunds for missed days of camp. If a camper is not checked in by 9am, a staff member will contact the camper's parent.

What if I am going to be late picking up my camper?

A flat fee of \$10 is due upon arrival if your camper has not been picked up by 4:15p.m. A charge of \$1.00 per minute in addition to the \$10 flat fee will be assessed each minute after 4:15p.m. (6:30p.m. for extended care). If the child is not picked up by 6:30p.m., we refer to his/her emergency information and begin calling numbers listed. If by 7:30p.m., we have not heard from a parent, we have no other alternative but to turn the child over to Child Protective Services.

What if I need to add or delete someone from my authorized pick-up list?

Please make the necessary changes on your camper's health history form at the front desk. If the change needs to be made the day of, then please notate on sign in sheet upon sign in that day or notify the Camp Director by phone, e-mail, or written note.

What if I need to drop off my camper late or pick up my camper early?

Please communicate the details with your child's camp counselors for the week for drop-off and pick-up. Make arrangements at least 1 day in advance. It is extremely important that campers arrive at SRSRC no later than 8:30 a.m. every day, unless otherwise specified. If a child is dropped off for a day camp program after the bus has departed, the parent is responsible for: transporting the child to the camp location, delivering the child to the camp counselor, and reporting that the child is late and is joining the camp. SRSRC will not send a vehicle back to pick up late campers or deliver a child to the program. There will also be no credits or refunds if a camper needs to join

please contact the counselor or the camp director prior to early pick-up. If you must pick up your child due to an emergency, please contact the front office, who can relay your message to the camp director.

What if I need before and/or after care for my camper?

Before care is offered from 6:30 – 8:30 a.m. and after care is offered from 4:00 – 6:30 p.m. for an additional fee, which can be paid at the front desk. *This can be added on after original sign up by contacting the front desk.*

Am I required to sign my camper in and out daily?

SRSRC requires that all children are to be properly signed in and out by an adult, so that children can be properly assigned to SRSRC staff in the morning and properly signed out to the adult after camp.

Can my teenager sign him/herself out?

Participants of the Teen Camps (preferably age 10 or older) will be allowed to sign him/herself in and out with a Camper Release Form completed/signed by the parents, each week.

III. Preparing for Camp

What is a blog spot?

A blog spot is an online communication tool that will be used by SRSRC Camps this season to provide parents important camp info. week to week. The blog spot will inform and remind parents about specific departure times, arrival times, and special instructions specific to that camp. This also includes informing parents of needing to sign extra waiver forms for

the camp session, in addition to the health history form. Those who sign up during the weekend before the start of the camp session will need to check the blog prior to start of camp on Monday. Blog updates will be made prior to the start of the camp session, by Friday. It will be the parents' responsibility to check this. Please be sure that we have a correct phone number/e-mail, for other informational purposes.

How can I get a camp daily schedule?

Camp daily schedules can be obtained at the front office. The front desk receptionist can make a copy of the schedule for you. In addition, the camp daily schedules are posted on the camp portion of our website at www.SRSRC.com. **These schedules are subject to change;** however, we do our best to keep everyone informed so please refer to our **blog spot** (srsrccamps.blogspot.com) or call front desk. The schedule gives you an idea of what your camper will be doing and what they need to bring in order to be prepared for their activities.

What should my camper wear to camp?

Campers are required to wear close-toed shoes, such as tennis shoes. Campers may bring sandals to wear at the pool or beach, but must wear close-toed shoes during all other camp activities. Skirts and dresses should not be worn to camp. We will be engaging in activities that require running and some activities that may get messy, so we suggest that campers wear clothing appropriate for their camp activities. Campers who are going off-on-site camp due to late drop off. For early pick-up of a camper who is participating in an off-site camp,

site must wear an SRSRC camp T-shirt. On-site campers are also encouraged to wear their SRSRC camp T-shirt. If an off-site camper does not have a camp T-shirt, they will be given one for a fee of \$5.00 to be paid at time of pick-up.

How do I get camp T-shirts for my camper?

You will receive one free shirt for each full week of camp sign-up (5 max per camper). You may also purchase extra shirts at the front desk for a fee of \$5.00.

What should my camper bring to camp?

Campers must bring a lunch, a drink, and a snack daily. On-site campers have the opportunity to bring money to buy lunch at our Snack Shack Monday – Thursday. Off-site campers cannot buy lunch, and must bring a lunch, a drink, and a snack unless otherwise noted on the daily schedule. On Fridays, campers will be provided a lunch which includes pizza, juice, and chips. Please send food with your camper that is non-perishable and does not require heating, as we cannot accommodate with refrigeration and heating. Campers should bring a snack daily, as many camps take a snack break in the morning. Campers should also bring water to stay hydrated throughout the day. Campers should bring a swimsuit and towel since swimming is offered daily. Sunscreen will be provided for campers; however, they can bring their own to use, as well as a hat and a sweatshirt. Campers are encouraged to keep items in a backpack; everything should be labeled.

Should I pack water and a snack for my child?

There will be a snack break in the morning during camp for most camps. Snack at this time is not provided by SRSRC. Though we provide snack time and water breaks, it is ultimately the parent's responsibility to send enough fluids with the child for the day. Only extended care campers will receive an afternoon snack between 4:15-4:30pm.

What shouldn't my camper bring to camp?

Expensive clothing, jewelry, CD players, iPods, money (unless otherwise specified), toys, games, cards, alcohol, drugs, personal sports equipment (unless required by SRSRC), vehicles, animals, weapons, cell phones, etc. SRSRC is not responsible for lost or stolen items. Campers are responsible for the belongings that they bring with them to camp.

Can my camper buy lunch during camp?

If your camper is on-site then he/she may buy lunch at our snack shack. If the camper is off-site he/she must pack a lunch. On Fridays, a pizza lunch is provided, which **may** include drink, chips and other. Campers should always pack a snack and a drink in addition to their lunch. Vending machines are not allowed to be used during camp hours.

What if my camper forgets his/her lunch?

Before off-site camps leave for their field trip, counselors check that campers have their lunches with them. If either an on-site or off-site camper forgets their lunch, a lunch will be provided and the parent picking

up child will receive a no lunch form. A \$7.00 fee will be assessed and will need to be paid at the time of pick-up.

Should my camper bring money to camp?

Campers should not bring money to camp unless they are buying lunch on-site, or if a notice has been sent to the parents that an off-site camp will be allowed to buy souvenirs during a field trip.

Does the camp provide a snack?

We do not provide a snack for campers during the general camp day. Campers are encouraged to bring an AM snack from home daily. Campers who are signed up for P.M. Extended Care will receive a snack between 4:15 – 4:30 p.m.

What if my camper loses something at camp?

If a camper loses an item on-site, there are lost and found bins located at the front office and the TV room. If an item was left at the pool, please ask the lifeguard on duty if it may have been brought into the lifeguard office for safe keeping. There are also bins that are used daily at the camp stations that serve as individual camp lost and found bins after camp hours. Items will be emptied out of the camp bins at the end of each session/week. Labeling items, keeping items together in a backpack, and not bringing expensive items are a good way to help prevent loss. SRSRC is not responsible for items that are lost or stolen.

What camps have additional waivers? How do I get them?

The following camps require waivers in addition to the camper health history form that need to be filled out

before campers participate: Adventure Camp, Archery, Camp California, Fencing, Gymnastics, Horseback Riding, Ice Skating, Karate, Outdoor Adventures, Paintball, Sea World, Self-Defense, Soak Zone, Speed Racer, Surf Camp, and Teen Day Trippers. These waivers will be available at the front desk before the camp session begins. Waivers will also be available Monday morning of the session by Front Desk, Drop-Off Zone, AM Extended Care Staff, and Counselors. Waivers can be turned in to the Camp Director, front desk, or the camp counselors. Campers must have the waiver filled out by a parent in order to participate. There cannot be any exceptions made.

IV. Supervision of Campers

Who is watching my camper?

The majority of our camp staff is college students. Some members of our staff are credentialed teachers, some are in college majoring in elementary education, or some are already working at schools in local school districts. Of our staff, at least 95% are 18 years of age or older. All counselors are trained in CPR and first aid. Some may have life guarding certification or other relevant special certifications. We make sure your child will be safe in the event of an emergency. All of our staff is devoted to working with and providing care for the children in our camps.

What trainings does the camp staff receive?

All new camp staff members are required to attend four-five days of training prior to working in the camp program. Those who are designated as Mentor Counselors have been with our camp program for at least two prior

camp seasons and many of which are year round employees of SRSRC. Mentor Counselors also attend training sessions prior to the start of camp. During the training sessions, camp counselors learn the policies, the procedures, how to perform head counts, how to sign campers in and out, and their responsibilities. Training sessions also focus on developing and improving interaction skills with children and how to use positive discipline techniques.

How many staff will be watching my child?

We implement the following ratios, which are recommended by the American Camp Association. For camps with a wide range of ages, we use a 1/10 (staff per child) ratio.

Ages 4-5 years	Ratio: 1/6
Ages 6-7 years	Ratio: 1/8
Ages 8-12 years	Ratio: 1/10
Ages 13-16 years	Ratio: 1/12

Can staff baby-sit?

Our camp counselors work well with children, and it is our policy that staff members can only baby-sit for those who are in our SRSRC camp program, if it is something set up on their own, not through our camp program.

Can camp staff accept presents?

Our staff members are very dedicated and work hard; however, it is our policy that camp staff cannot accept gratuities. If instead you wish to make a donation to our program, please contact the Camp Director.

What happens if my camper has a discipline problem at camp?

Our camp staff is trained to deal with discipline problems in a respectful and positive manner in order to resolve the misbehavior. Our staff speaks with the camper, allows the camper to share his/her view of the issue and any relevant information, allows the camper to take time out to think about their actions, and then let the child return to the activity. If misbehavior is recurrent or the misbehavior is more severe, the child may either be asked to sit out during an activity. Some acts may result in immediate suspension or expulsion of the child from the camp program including but not limited to: fighting, intentionally harming others, theft, and possession of weapons or drugs. Our policies do not grant refunds or credits for missed days of the camp program due to a behavior issue. The following steps are generally used for our discipline plan:

1. The camper is given a verbal warning, which may or may not involve a timeout depending on severity.
2. The camper is given a written behavior report, which one copy is given to the parent and another copy is given to the camp director. With a behavior report, the camper will sit out during part of an activity.
3. If the camper receives two or more behavior reports, a meeting with the Camp Director may be set up in order to discuss appropriate actions which may include suspension or expulsion from the camp program depending on the severity. We do our best to work with the camper to help resolve the issue before implementing a suspension or expulsion.

What if my camper needs to take medication during the camp day?

The Camp Director, Assistant Director, or a lead counselor will administer your child's medication as directed. In order to administer the medication, we must have the following:

1. The camper's medication needs to be brought to camp and given to the Camp Director or Assistant Director in a paper bag in its original container. Please label the bag with the camper's name, and camp. Please do not pack the medication in the child's backpack or in the child's lunch.
2. The medication must be prescribed by a doctor and in its original prescription bottle with your child's name printed on the label. Include written instructions from a physician as per quantity, time to administer, any other directions, and written clearance giving SRSRC permission to administer the medication. Please specify if refrigeration is necessary.
3. A completed medication release form (available from the Camp Director) must be completed every session. This medication release form must be on file with the Camp Director before medication can be administered to your child.
4. No over the counter medication will be administered unless approved on the Health History form or with parent's written consent.

What if my camper becomes ill or injured while at camp?

If your camper becomes ill during camp, we will contact the parent to pick the camper up. If the legal guardian cannot be contacted, SRSRC staff will begin contacting the emergency contacts listed on your child's medical form. Camp is not designed to handle ill children, so it is the parent's responsibility to pick his/her child up in a timely manner. If your child becomes injured while at camp, SRSRC staff will take whatever steps necessary to obtain medical care for your child. For a minor injury an accident report will be filled out. If we cannot reach the parent, and if it is necessary, emergency personnel will be called or your child will be transported to the hospital in an SRSRC vehicle. Any expenses for emergency medical care are the responsibility of the parent.

Will sunscreen be applied to my camper throughout the day?

Sunscreen application times are in the morning, during snack time, during lunchtime, and in the afternoon. Sunscreen is also applied before any water activities, such as swimming. If you do not want sunscreen applied to your camper, or would like a specific type of sunscreen applied, please have a note sent to the camper's camp counselor for the session and provide them with the specific sunscreen. At SRSRC, although we provide sunscreen to each camper, our camp counselors do not physically apply sunscreen to the campers, unless you fill out a Sunscreen Waiver. Counselors will then do their best to assist your camper when applying sunscreen.

What is the camp's bathroom procedure?

On-site campers utilize the buddy system. Off-site campers are taken in groups with counselor supervision to a restroom that has been designated as being cleared for safety. No camper is to go to the restroom without a buddy or without a group.

What if I need to speak with my camper while he/she is at camp?

Some situations may arise in which it is necessary to get a hold of your child during camp. Please call the front desk staff, and leave a message with them. They will do their best to relay the message to the appropriate camp counselors and notify your child.

How do I communicate with the SRSRC staff?

Communication between parents and the camp staff can either be informal or formal. We value communication with parents as it gives staff valuable insight. Vital information to relay to camp staff may include changes in the family, including: moving, hospitalization of a family member or friend, altercations in the parents' relationship, etc. Such factors may influence a camper's behavior and relationship with peers, so this information is beneficial to staff in order to best provide for the child's needs. All such information will be treated with the utmost confidence. Communication can occur through camp counselors, the camp director, or the assistant camp director.

V. Program Content

Will there be camp evaluations?

During the last two days of each camp session, an evaluation will be available to fill out. Completed evaluations can be dropped off with the front desk staff or camp staff. We value your input. We will also do end of the summer evaluations on line.

How do I find out if my camper will have a parent show or activity during the day?

Certain camps will have a parent performance, and some sports-related camps may even have a camper vs. parent's game. Dates and times of these performances are listed on the website in the daily agendas of the camp. Fliers are also posted at the camp's station and fliers are also handed out to parents, at the beginning of the week. You may also check out our new blog spot @ srsrccamps.blogspot.com, for information such as parent performances.

How much instruction will my camper receive during his/her sports camp?

For a description of all the camp activities for the sports camp, please see the camp's agenda. Campers will participate in a variety of activities related to the sport that is the focus of the camp. Our camps are geared towards recreational levels, and have the goals of fostering cooperation between peers and learning new skills.

Can my camper and his/her friend be in the same group during the day?

Each individual camp usually stays together in a large group during a majority of the day; however, some camps do divide into groups for activities or field trips. We may group campers based on age and/or ability, in which case we may not always be able to keep friends in the same group. We try to keep friends together, but we also encourage campers to make additional new friends.

What if it rains?

In the event that it does rain, SRSRC staff will make a decision based on the intensity of the weather. If the decision is made that the rain does impact previously made plans, staff will utilize other appropriate parts of our facility or make alternative plans or trips than what were previously scheduled. For some camps, the goal is to enjoy the water (such as aquatic camps, Wet N Wacky, Soak Zone, etc.) so a little rain may not cause a change in plans.

VI. Pool and Beach Safety

Where do campers change into their swimsuits?

Campers change into their swimsuits in our same-sex locker rooms while on-site, or a same-sex changing area that has been deemed safe by camp staff while off-site. The changing areas are monitored for safety while campers are utilizing them.

What if my camper does not want to swim or forgot his/her swimsuit?

If a camper does not bring his/her swimsuit, they simply will not participate in swimming. If a camper does not want to swim he/she may be given an alternate activity. During the 2p.m. Swim time, campers may also have the option of free-choice or watching a movie in the lounge/TV room.

What if my camper can't swim?

SRSRS life guarding personnel perform a swim assessment to determine a camper's abilities. This assessment consists of one short lap across half the pool and back in any style the camper feels most comfortable. Those that pass are allowed to swim, while those that do not cannot go more than knee-deep.

How often do campers take the swim test?

Swim assessments are given once a week on Mondays. Campers will be assessed to swim across the pool the short distance to see what level they are at. If the camper DOES NOT pass the swim assessment, he/she will be given a bracelet to be easily identified and will be required to stay in the shallow part of the pool.

How deep are the campers allowed to go into the water at the beach?

Campers are asked to pass a swim assessment at some of the outside organizations we use for camps (for example MBAC) to determine how deep they can go in the ocean. SRSRC also conducts an informal swim assessment to determine the camper's skill level of swimming to determine how far in the ocean they can go. The supervision at the beach is also at least one person on shore and one person in the water at all times.

