

Casey's Place

PARENT HANDBOOK

Summer Camp 2008

CASEY'S PLACE

Casey's Place is dedicated to creating a family atmosphere where children can feel welcomed for who they are. We strive to positively mold the lives of the youth in our program in order to create friendships and wonderful memories that last a lifetime. We serve children ages 5-13. Thank you for joining us this summer, and we look forward to a wonderful relationship with you and your child.

GOALS

Casey's Place has been designed to meet the following goals - for each child to:

- Learn to appreciate oneself, gain confidence and self esteem.
- Develop values for living.
- Learn to appreciate the natural environment and work toward its conservation.
- Develop positive relationships.
- Develop group skills.
- Learn responsibility.
- Learn to appreciate diversity.
- Learn new skills.
- Develop a balanced life: physically, mentally and socially.
- Have fun and get dirty.

FORMS

All registration and emergency forms must be signed, completed and on file with Casey's Place prior to attendance. Children without complete registration & emergency forms will not be able to attend camp. All forms are available at Casey's Place or on-line.

Casey's Place
7375 Jackson Dr.
San Diego, CA 92119
619-337-2310
www.caseysplace.com

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Registration & Payment

What is the cost of camp?

The cost of camp is \$175 per week. \$10 of this is a deposit that reserves your child's space. \$165 of this is the remainder that is due the Friday before camp starts. If you register for all 11 weeks, you will qualify for the 11th week free once payment in full for weeks 1-10 have been received. At this time your balance for week 10 will be \$155, as you will be credited your deposit for week 11.

What type of deposit do you require?

You may register for any of the weeks of camp by filling out a registration form, and placing a \$10 NON REFUNDABLE DEPOSIT for each week desired or by paying in full for each week desired.

Are there additional fees?

PAYMENT IN FULL is due the **Friday prior** to the start of each week of camp. Registrations not paid in full will lose their deposit, be dropped from the program, and unable to attend. If space is available, payments received on and after the first day of camp will be accepted and assessed a \$10 late fee. (Please note: because Casey's Place is closed on Friday, July 4, payments for the week of July 7 will be due Thursday, July 3.)

What is Casey's Place's refund/transfer policy?

- If Casey's Place cancels the camp, we will give you a full refund.
- If you request to cancel your enrollment in a week of camp 14 days **in writing** prior to the first day of camp, you will receive a refund minus your deposit.
- You may transfer your deposit to another week of camp under the following circumstances. Transfer requests are accepted in writing 14 days prior to the week you want to transfer out of.

When is the balance due for a week of camp?

The remaining balance for each week is due the Friday prior to the start of camp or **the deposit will be forfeited and the camper's registration will be cancelled.**

Camp Start Date	Payment Deadline
June 17	June 13
June 23	June 20
June 30	June 27
July 7	July 3
July 14	July 11
July 21	July 18
July 28	July 25
August 4	August 1
August 11	August 8
August 18	August 15
August 25	August 22

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

We believe that a true camp experience is a week-long experience. Additionally, we pay our vendors and staff by the week. For these reasons, we do not prorate the cost of camp. However, we understand that there are times when situations arise when care is needed on short notice. For this reason we do offer a \$45 per day daily rate.

Do I get anything for referring somebody to Casey's Place?

If somebody cites you as a referral for joining camp, you will receive a \$20 credit to your account and they will receive a \$10 credit to theirs. Registrations must be received by June 6, 2008, referral must be made by a summer camp 2008 participant registered for 3 week or more, and the referred child must not have been a participant in Summer Camp 2007 or ERMP 2007-2008.

What is your returned check policy?

The charge for a returned check is \$30. The returned check needs to be repaid plus the \$30 fee within one week of notification of the returned check. This fee is in addition to the \$10 late fee that will be assessed. If this happens a second time, a cash payment agreement will be mandated to continue participation in camp and forfeit of all further deposits.

How can I make a payment?

Payments can be made by cash, charge or check. All payments can be made at Casey's Place. Credit card payments may be made by phone at (619) 337-2310. Payments can also be mailed to 7375 Jackson Drive, San Diego, CA 92119. Casey's Place is not responsible for checks lost in the mail, mailed checks must be received by Casey's Place by the payment deadlines to ensure enrollment in camp and avoidance of late fees.

Do you offer financial assistance?

Casey's Place is committed to serving as many families as possible. Therefore we do offer a limited amount of financial assistance during summer. Families who are interested must complete the application process. We will notify you with the amount of assistance awarded. All participants will need to be registered with the \$10 deposit regardless of the amount of financial assistance awarded. Application instructions can be acquired at Casey's Place.

Pick Up and Drop Off

Where do I drop off and pick up my child?

Pick up and drop off is at Casey's Place: 7375 Jackson Dr. San Diego, CA 92119.

What are the hours of camp?

Camp opens at 6:30 AM with drop off time from 6:30 AM until 9:00 AM. On field trip days, we may leave as early as 9:00 AM and will return by 4:00 PM. Pick up time is from 4:00 PM until 6:00 PM.

What if my child will be absent?

If your child will be absent from camp, please call us by 9:00 AM at 619-337-2310. There will be no credits or refunds for missed days of camp.

What if I am late picking up my child from camp?

Children not picked up at the end of the camp day will be supervised Casey's Place staff until 6:30 PM. A fee of **\$1 per minute** will be charged after 6:00 PM. Every attempt will be made to contact a person authorized for pick up. If, by 6:30 PM no one is reachable, and the child has not been picked up, Child Protective Services will be contacted. At this point the late fee will continue to accrue until the child is picked up either by an authorized adult or by the appropriate authorities. Late fees are due prior to the child returning to camp. Families with outstanding late fees will not be admitted to camp until payment in full has been made, no credits or refunds will be given for missed days because of outstanding late fees.

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

We will make every effort to post when our field trip departure and return times are. If you arrive at the facility after we have left, you are responsible for transporting your child to the location of the camp. If you need to pick your child up prior to our return, early pick up can be arranged by contacting us at 619-337-2310 prior to our departure and meeting us at the field trip location.

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

Casey's Place requires that all children be properly signed in by an authorized adult and turned over to a Casey's Place staff person. This helps ensure the safety of your child. Children not properly signed in will not be admitted into the program. PLEASE NOTE: It is our responsibility to see that your child leaves with the appropriate person each day. Until we get to know all our parents, we will ask for identification upon pick up of a child. Please do not be offended. This is done with the child's safety in mind.

Preparing for Camp

What should my child wear to camp?

Because of the very active nature of this camp, it is very important that children wear comfortable, closed toe shoes and socks every day. For days when we have swim, sandals and other types of shoes are fine to wear around the pool, but *closed toe shoes must still be brought and worn for the rest of the day*. Halter tops, low cut tops, and any midriff bearing shirts are not appropriate for the family atmosphere that Casey's Place strives to maintain. Please keep these types of shirts at home. Please remember, camp is not a fashion show! We encourage our campers to wear old clothes in which they are ready to play hard and get dirty.

What should my child bring to camp?

All children must bring their own lunch to camp daily (except when posted otherwise.) Please send only non-perishable foods because refrigeration is not always possible. It is recommended to send your child to camp with a backpack to keep all their belongings together. **DON'T FORGET SUNSCREEN!** Each child should have it applied in the morning, and then bring a bottle to reapply during the day as needed. We do give constant reminders and we have extra should anybody forget theirs. A snack will be provided each afternoon at approximately 3:30 PM. Water and snacks are also available daily for purchase. Children may bring money for this or a snack shack account can be set up ahead of time if desired.

What shouldn't my child bring to camp?

Casey's Place is not responsible for possessions that are lost or stolen. ***The best way to prevent the loss of property is to leave valuables at home!*** Please leave new jackets/sweatshirts, all video games, personal cd/mp3 players, other electronics, and expensive jewelry/watches at home. Please don't send your child to camp with any toys – we want to provide the entertainment for your child.

What if my child loses something at camp?

We know that sometimes things just get lost. Please label all of your child's belongings on an inside flap that is not visible when worn. The best way to prevent the loss of property is to leave unnecessary items at home. Lost and Found is located by the sign-out table. Please feel free to check for your child's lost items. Periodically throughout summer we will be donating all unclaimed lost and found items to charity.

Can my child bring their cell phone to camp?

Cell phones can be brought to camp as long as they remain OFF and in your child's backpack. They are only to be turned on in case of emergency. If you need to reach your child during the day, you can reach them by calling 619-337-2310.

Supervision of Children

Who is working with my child?

Casey's Place staff are people who are passionate about making a difference in kids lives. We have put together a center with programs designed specifically around kids, for kids. Camp is an integral facet to the mission of Casey's Place where we strive to give kids the opportunity to learn in a social setting where they feel comfortable and loved. Casey's Place is a family owned and operated community center where, as a family, we welcome kids to become part of a caring, supportive, and ultimately fun environment.

Casey Kinslow

Casey is a magna cum laude graduate of UCLA. He obtained his CPA license before becoming the CFO of a local real estate and insurance brokerage firm. After a long career there, Casey's passion for children motivated him to found Casey's Place in July of 2000.

Jan Kinslow

Jan is native San Diegan who raised her children as a stay-at-home Mom until the opening of Casey's Place in July of 2000. Since then, she has worked closely with her husband, Casey, on Casey's Place and has been instrumental in coordinating the daily operations of the center in order to provide support for children throughout the community.

Debbie Sampo

Debbie is a loving mother of two daughters and devoted wife of 29 years. She has been working at Casey's Place for 6 years and has 26 years total experience working with kids. She considers Casey's Place a second home and cares for each of the children as if they were her own.

Kyle Kinslow

Kyle has been working at Casey's Place for the past 6 years. His love of sports and games is prevalent throughout his work with the kids as he strives to keep them fit and active.

Ashley Sampo

Ashley has been a part of the Casey's Place staff team for four years. She is currently pursuing her degree in Kinesiology at San Diego State University.

Ed Stanfield

Ed is one of the newest members to the Casey's Place team. However he is not new to kids and camp. With over 17 years of experience as a volunteer, youth leader, coordinator and director in summer youth programs in San Diego, Ed is excited to bring his passion, expertise and energy to Casey's Place this summer.

What are your staff to child ratios?

Casey's Place strives for a ratio of one adult for every ten children or better. We pride ourselves on maintaining a great staff to child ratio in order to provide your child with the most safe and rewarding experience possible.

How do I communicate with Casey's Place staff?

Exchange of information between parents and staff provides insight for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, major changes in a parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information with the utmost confidence. Most communication can be made by talking to the staff during drop-off or pick up each day. Should you wish to speak with us over the phone, as always, call 619-337-2310.

What if my child becomes ill or gets injured while at camp?

If your child becomes ill while at camp, our staff will contact you to pick him/her up. Camp is not designed to handle ill children, so it is important to tend to your child in a timely manner. If your child is injured, the staff will take whatever steps are necessary to obtain medical care. If we are unable to reach you and your child needs medical attention, he/she will be transported to the hospital by an ambulance or by a Casey's Place vehicle. All expenses for emergency medical care are the responsibility of the parent or guardian.

What is your medication procedure?

Any medication that needs to be administered must:

1. Be brought to camp and given to a staff member, sealed in a bag with the following:
2. Casey's Place medication form must be filled out in its entirety and signed by the parent.
3. It must be a current prescription, in the original prescription container, and with the child's name printed on it.
4. No over the counter medication will be administered.

Will sunscreen be applied to my child throughout the day?

We count on parents to apply sunscreen before children come to camp in the morning. They will receive many reminders and be given group time to reapply throughout the day. If they

do not have their own sunscreen, we have sunscreen available for them. Please educate your child on applying sunscreen and reapplying often.

What is the bathroom procedure?

While at Casey's Place, we have our own private bathrooms that are not accessible by the general public which the children are free to utilize. While on field trips, all children will take trips to the bathroom with the entire camp, with a group, or with a partner. Children will only use bathrooms inspected for safety by camp staff prior to use.

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

We understand that urgent situations come up. Should you ever need to reach your child while he/she is at camp, please call Casey's Place at 619-337-2310. All children's cell phones are required to be turned off during the camp day. Should they need to use it in the event of an emergency; they can turn it on and use it.

What happens if my child has difficulty following directions at camp?

Our camp staff is trained and is expected to resolve behavior problems in a positive manner. Our staff will speak with the child, allow him/her to take time out to think about the problem, discuss the problem/solution with the child, then let the child return to the activity. Our goal through this is to empower the children to improve their behavior willingly. In more severe cases, the child will be kept out of an activity and/or a parent may be called to pick up a child. Together, parent and staff will work out a custom-designed behavior modification method depending on the severity of the problem. In the event that problems still persist, your child may be suspended or expelled from the program. In the event of an incident of any intentional physical violence, the child will be removed from the program for the remainder of the day or, if not possible, the entirety of the following day. If a second incident of intentional physical violence occurs, the child will be suspended for an additional day. Should this occur, parents are responsible for finding alternate care for their child. Casey's Place reserves the right to expel a child on the first offence for extreme behavior issues. These are not limited to, but may consist of: illegal activity, possession or use of alcohol, drugs and weapons, intentional violence toward others or property, and intentionally leaving the premises and boundaries. ***Casey's Place does not grant refunds or credits for missed program days due to behavioral issues.***

Pool Safety

Where does the camp swim and what additional stuff needs to be brought?

We swim at the San Diego State University Pool from 1:00 PM to 4:00 PM on most Thursdays. The pool is staffed with licensed lifeguards. Children will need to bring a backpack with their swim clothes, towel, sandals, ***sunscreen***, etc.

Where do children change into their swimsuits?

The children change in the pool changing rooms. These areas are staffed and monitored while the children are in these areas.

What if my child can't swim?

The pools have both shallow and deep ends, children who are unable to pass the swim test will still be able to have fun in the shallower ends of the pools.

Is there a swim test?

Yes. In order to keep your child safe, children wanting to swim in the deep end or use the diving boards must take a swim test at the start of every swim session. It doesn't take long and it makes sure lifeguards know how well all children can swim.

Field Trips**How do you transport the kids?**

Casey's Place has four company vehicles we will be utilizing to transport your child: two vans and two Suburbans. Therefore, traveling with Casey's Place should be very similar to riding in the family car.

Does my child have to go?

For summer 2008, all field trips are included in the cost of camp. All children attending on field trip days will be traveling on the field trip.

Is the Casey's Place facility still open when the kids are on a field trip?

No. In order to provide the safest environment possible for your child, all of our staff will be with the children on the trip. Therefore, the Casey's Place facility will be closed during these times.

What if it rains or is too hot?

All field trips are subject to change. If we feel that the trip jeopardizes the safety of the children or will not be any fun because of weather conditions, we will either cancel the trip or go to an alternate location. In the event of a cancellation or alternate trip we will attempt to give prior notice, however this is not always possible.

Are all the trips on the calendars?

All of the trips where all the children are attending are listed on the calendars. However, depending on the weather, flow of the day, and interests of the children, we may take the children to local parks, restaurants, and the library. These trips are unscheduled but will return to the Casey's Place facility by 3:30 PM. If you would like your child to not attend these trips on a particular day or for the summer, please inform a Casey's Place staff.

Can I come with my child on a field trip?

Yes, please do. When you help out on a trip, you get to see what your child is doing all summer, and you get to have a good time with your child while they are having fun. We welcome the assistance of parent volunteers to help supervise on our field trips and during our activities. Depending on seat availability, you may need to provide your own transportation on field trip days.

*Thank you for choosing and trusting Casey's Place with the care of your child.
We greatly look forward to seeing you this summer!*