

# Knock Around Camp Parent Handbook

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2020





***Welcome to Knock Around Camp!***

Knock Around Camp Director: Katie Shaw-Bullock (Gidget)

Knock Around Camp Assistant Director: Ben Brickley (Brick)

Knock Around Camp Lead Program Coordinator: Hector Fletes (Firework)

All camp questions can be directed to Gidget via email at [kshawbullock@ucsd.edu](mailto:kshawbullock@ucsd.edu), or Brick via email at [bbrickley@ucsd.edu](mailto:bbrickley@ucsd.edu).

# Knock Around Camp Parent Handbook

Dear Camp Parents,

Welcome to Knock Around 2020! We are happy to have your child participating in our 30th year of Knock Around Camp. Though different in many ways this year, we have managed to put together a dynamic, engaging program for your children and can't wait to share it with you! Please note that we are following all CDC, state, county, and University guidelines in regard to the COVID-19 pandemic. If you would like further information on our health and safety protocols please visit: [Rec Knock Around SCOP-Special Covid Operating Plan.docx](#).

## **Mission:**

We are committed to providing a high-quality day camp for children. We strive to keep campers entertained and supervised while they are immersed in a variety of activities.

## **Who's Who at Camp?**

### **Administrative Team:**

Knock Around Camp Director:	Katie Shaw-Bullock (Gidget)
Knock Around Camp Assistant Director:	Ben Brickley (Brick)
Lead Program Coordinator:	Firework

## **Camp Staff:**

All counselors are college students or recent graduates most of whom are from right here at UCSD! All staff members have experience working with children, are CPR & First Aid certified, and have been through extensive camp training. They are dedicated to ensuring that each camper has a safe, fun, positive, and memorable summer at Knock Around Camp.

## **Emergency Phone Numbers:**

If you have an emergency and need to get ahold of us, feel free to call or email any of your Camp administrators at:

Gidget: [kshawbullock@ucsd.edu](mailto:kshawbullock@ucsd.edu) / (619) 928-9385

Brick: [bbrickley@ucsd.edu](mailto:bbrickley@ucsd.edu) / (619) 436-4363

Firework: [hletes@ucsd.edu](mailto:hletes@ucsd.edu) / (858) 522-9486

## **All campers MUST:**

- Be 5 years old prior to the first day of attendance
- Have the ability to understand and abide by camp rules
- Have the ability to understand and follow direction
- Have the ability to participate safely and effectively in a variety of physical and instructional activities
- Have the ability to pay attention without being disruptive
- Understand the consequences of inappropriate behavior

- Have the ability to follow safety instructions
- Have the ability to interact with peer group in a civil manner
- Understand how to respect others and their personal belongings
- Be able to communicate needs to camp staff

### **Vaccination Requirements:**

Campers **MUST** be completely up to date on vaccinations in order to attend camp. Those who cannot provide proof of vaccinations will be asked to leave. No exemptions, medical or otherwise, will be allowed.

Required vaccinations include:

DTaP (Diphtheria, Tetanus, Pertussis); Polio; Hepatitis B; MMR (Measles, Mumps, Rubella); Varicella (Chickenpox)

### **Health Requirements for all Campers:**

- Campers **MUST** pass a symptom and temperature check (below 100.4 degrees F) each morning at drop-off in order to attend camp for the day.
- Families self-report that:
  - Campers are asymptomatic (no cough, shortness of breath, chills, sore throat, muscle aches or loss of taste/smell)
  - No one in household has symptoms
  - Campers have not had unprotected contact with anyone diagnosed with COVID-19 for the last 7 days.
- If camper tests positive for COVID-19, they are not allowed to return to camp until they have been cleared by their medical provider and written documentation has been provided to Camp Directors.
- If a household member or close contact tests positive for COVID-19, camper is not allowed to return to camp until the positive individual has been cleared by their medical provider and written documentation has been provided to Camp Directors.
- To protect others, each camper must have a face covering with them at all times and are encouraged to wear them.
- Campers encouraged to maintain at least 6' of physical distancing from other campers and staff.
- Indoor activities require face coverings
- While outdoors, face coverings encouraged. If not wearing a face covering, maintain a distance of at least 6' from others.
- Frequently wash hands for 20 seconds. Use hand sanitizer when hand washing not available. Any child under 9 years old will use hand sanitizer with adult supervision.
- Scheduled hand wash breaks before and after eating
- Stay within their own cohort.
- Avoid handshakes, hugs, fist bumps, or physical contact of any kind.
- If campers are not able to abide by **any/all** of the above requirements, they will be asked to leave camp for the duration of the summer and registration fees refunded.

**Forms:**

Please fill out all forms via CampDoc. Your camper will not be allowed at camp without all required forms completed and turned in. These forms will include:

- Detailed health history
- COVID-19 health screening
- Emergency contact information
- Authorized pick-up persons
- UC liability waiver and photo release
- Consent to contact tracing (in the event of a positive case)

**Drop-Off & Pick-Up:**

Drop-off and pick-up are on Sungod lawn, next to the Faculty Club lot P206. Parents must stay in the car while one counselor retrieves your child(ren), administers a temperature check (only at drop-off), and signs campers in/out.

Important: If a camper has a fever or is symptomatic at check-in they will not be allowed to participate in camp until they have been cleared by their medical provider with written documentation provided to the Camp Directors.

**Late Pick-up Fees:**

Any children remaining after 4:45pm will be subject to a \$1/minute fee. You will pay the appropriate amount directly to the counselor who stayed late with your child. Please pay the counselor in cash or check at pick-up or the next morning at drop-off.

**Sign-In & Out:**

Parents and those authorized to pick up campers must provide a valid picture ID when arriving at the pick-up location. Please identify on your CampDoc account the people to whom we can release your child (carpools, etc.). If any information regarding authorized pick-up should change throughout the session, please inform your Camp Directors via email. If you are going to pick up early or drop off late please arrange this with Gidget, Brick, or Firework ahead of time. Knock Around Camp is not responsible for the safety or well-being of campers once they have been signed out for the day.

**Absent or Late Drop-Off/Early Pick-Up:**

- If you are late dropping off please call Gidget, Brick, or Firework and we will meet you and escort your camper to his or her group.
- If you will be late on a regular basis please let us know.
- If you will be picking up your child early from camp, please let us know ahead of time so we can arrange a pick-up time and location.
- Please notify us if your camper will be missing a day of camp.

**Swimming:**

Please be aware that this is FREE swim time, not swimming lessons! Please send your child with goggles, towel, and a swimsuit each day that they are scheduled to swim. If campers do not participate in swimming there will be other activities for them to do outside of the pool. Campers are required to take a swim test before they can swim in the deep end. The swim test consists of swimming the width of the pool, there and back strongly,

and treading water for one minute. We understand that some campers don't know how to swim. There will be multiple counselors in the shallow end to help those who need it and there are risers placed in the shallow end for non-swimmers to stand on. There are also 2 lifeguards on duty during each group's open swim time.

**Medication:**

If your child needs medication dispensed while at camp, please make note of your child's needs and dispersion directions in your CampDocs account. The following is necessary for us to dispense any medication:

1. The medication needs to be brought to the camp counselor in the original container. Please do not leave it in your child's bag.
2. The medication must be noted on your child's CampDocs account and/or accompanied by a signed note with specific directions.

**Visitors:**

This summer we will not be allowing any drop-in or lunchtime visitors to camp.

**Discipline:**

Please go over camp discipline with your child. If a discipline problem arises with a camper we use a "three strikes" rule. First, the counselor deals with the camper and gives a warning when the incident occurs and explains why the child is being given a warning. After the third warning the camper is sent to the Camp Director to discuss the problem. If a discipline problem still occurs, the parent will be contacted and apprised of the situation. Knock Around Camp reserves the right to dismiss campers whose disruptive behavior cannot be resolved.

**Lunch & Snack:**

Please send your child to camp with a lunch, water bottle, and snack(s) every day. We will NOT be providing an afternoon snack this summer. Send non-perishable items, as we are unable to refrigerate or microwave lunches. We do not allow campers to buy food on campus once they are under our supervision. We would appreciate kids having a healthy breakfast before coming to camp, which will give them the energy needed until lunch.

**What to Bring:**

You will need to send your child to camp each day with the following items:

- A healthy lunch with a drink and snack(s)
- Water bottle labeled with camper's name
- Swimsuit, goggles (with name) & towel
- Sunscreen/hat
- DO NOT BRING TOYS OR ELECTRONIC DEVICES TO CAMP! Magic, Yugioh, and Pokemon Cards are only allowed on Wednesdays and at pool time and pick-up. Any items brought are at the camper's own risk and may be taken away by counselors if they are disruptive.

**What to Wear:**

Send your child in appropriate camp clothes. We will be very active so skirts and dresses are not suggested. Every child must wear closed toe athletic style shoes. **NO SANDALS OR OPEN-TOED SHOES!** Send your child with sunscreen already applied for the day. There will be more spray sunscreen available from the counselors during the day.

**Please label everything:**

Sweaters and sweatshirts are often left behind when the weather warms up throughout the day. All Lost & Found items can be picked up in the Knock Around Home Base area or at the Main Gym desk. All belongings are the responsibility of the camper, not the staff. We do our best to get belongings back to their owners – but can only do so if items are labeled.

**Theme Days:**

Every Friday the Camp has a special dress up day. All campers are encouraged to come to camp dressed in theme attire. Here is our summer theme schedule:

Week 1	July 10	Neon Colors
Week 2	July 17	Superheroes
Week 3	July 24	Sports
Week 4	July 31	Wacky Masks & Socks
Week 5	August 3	Beach
Week 6	August 10	Disney

**KA Schedules:**

7:45-9:00am – Drop-off at Sungod lawn

9:00-10:00am – Scheduled activity (i.e. Guitar, Tennis, Dance, or Arts & Crafts, depending on the day)

10:30am-12:00pm - Free-time play

12:15-1:15pm – Lunch

1:30-2:30pm – Scheduled activity (i.e. Gymnastics, Frisbee golf, Aerial Silks, or LEGO building, depending on the day)

3:00-3:30pm - Swimming (Groups swim M/W and every other Friday)

*\*Non-swimming days groups will engage in free-time play*

4:15-4:45pm – Pick-up at Sungod lawn

The specific hours of each group's activities will vary. At times, there are changes to this schedule and we will keep you posted throughout the session.

**Refunds:**

**\*\*If a group is shut down due to one group member testing positive for COVID-19, we will issue a refund to each family for time missed at camp.**

**Illness/Injury:**

If a camper has a fever or is symptomatic at check-in, or at any time throughout the camp day, they will not be allowed to participate in camp until they have been cleared by their medical provider with written documentation provided to the Camp Directors.

If your child becomes ill or severely injured during camp hours, a Knock Around staff member will try to contact you. It is very important that we have all phone numbers and cell phone numbers where we can reach you. If your child is injured during camp, we will take all necessary steps to ensure correct medical attention is received. If you are unable to be reached in a medical emergency, your child will be transported to the hospital by an ambulance and the next available emergency contact person will be contacted.

Please update your CampDoc profile and notify the camp staff if there has been a change in a work, home, or emergency number.

**Behavior Guidelines & General Camp Rules:**

Please help the Camp staff by reviewing these rules with your children before camp. Camp is fun! These rules are for everyone's safety and well-being while at camp.

1. Buddy System. Campers are to have a buddy at all times. This makes it easier to keep track of everyone. If the campers need to leave the group for any reason, they must ask a counselor for permission and take a buddy. This includes trips to the bathroom, etc. A counselor or JC will be assigned to go with them, too.
2. Campers must always stay in view of the counselors unless given permission to leave with a buddy.
3. No name-calling or foul language.
4. No hitting, kicking, or spitting. Keep hands and feet to yourself.
5. No picking up sticks, rocks, or branches. No throwing things except equipment used in a game.
6. Pick up after yourselves, especially after lunch. Trash goes in the trash cans.
7. Keep Home Base tidy. Use cubbies for all your belongings.
8. Everyone must share equipment.
9. No gum at camp.
10. No eating at any time other than at lunch or designated snack times.
11. Never cross a street or go into a parking lot unless a counselor is with you and has said it is okay.
12. Always listen to your counselor.
13. Leave toys, electronic games, i-pods, and phones at home. (Cards and books are okay at certain specified times.)
14. Tell a counselor when there is a problem or if something makes you unhappy.
15. Treat other campers, counselors, and belongings with respect.
16. Do not use soda or candy machines.
17. Have fun and help others to have fun here at camp.
18. Always remember the "Golden Rule"! Treat others the way you would like to be treated.



**Lunch Time Rules:**

1. All trash must be picked up before we can go swimming.
2. No throwing water, drinks, or food.
3. Eat your own food; no sharing unless with a sibling.
4. Stay within the boundaries and in sight of a counselor at all times. If you are not sure of the boundaries, please ask your counselors.
5. No hanging on soccer goal nets or volleyball nets.

**Gymnastics Rules**

1. Listen to Gym instructors.
2. Shoes and socks must be taken off and left at the door.
3. Stay off all equipment until instructor okays use of it.
4. All campers must stretch in order to participate in gymnastics activities.

**Pool Rules**

1. You may not enter the water until the lifeguard and counselors give an okay.
2. No running on deck or in the locker rooms.
3. You must pass a swim test before being allowed in the deep end.
4. If you have passed your swim test, you are not allowed on the risers.
5. No hanging on counselors.
6. Before jumping off the diving board you must wait for the camper in front of you to swim to the side of the pool.
7. Wait for a counselor before entering and exiting locker rooms.
8. No flips or backwards dives.

**Knock Around Camp is a fun and exciting place and we expect campers to follow the rules in order to keep the atmosphere fun and safe for *everyone*. If you have any questions, feel free to ask Gidget, Brick, Firework, or any of our Knock Around Camp counselors.**

## **Directions to Drop-off/Pick-up for Groups 1 & 2**

### **Map to Faculty Club lot via Scholar's Drive/Muir Lane**



- a. From Torrey Pines Rd., turn east onto La Jolla Shores Drive
- b. At the T, make a left onto Scholar's Drive South.
- c. When you get to the first stop sign, turn right to (1) get to Scholar's Lane & the Gymnasium lot. To get to the Faculty Club (2), continue going straight and follow the road right onto Muir Lane.
- d. The Faculty Club lot, P206 is on your right.