



# MORGAN HILL



## PARENT HANDBOOK

(For parents to keep)

The Parent Handbook contains vital information regarding camp procedures and expectations that are important for your child's success in our camp.



Camp cell phone during program hours: 408.425.3050  
Camp registration/questions: 408.782.0008 Community and Cultural Center (CCC)

**Thank you for choosing Morgan Hill Camp H2O for your child's camp program.**

### **CAMP H2O (Ages 6-12)**

This new summer camp offers an ultimate day camp, swimming, and water polo experience. Campers will receive at least a 30-minute swim lesson four days of the week by certified swim instructors. Other dry land camp activities will include arts & science activities, indoor games, and outdoor sports. Participants should bring swimsuit, towel, a change of clothes, AM and PM snack, lunch, and a reusable water bottle to camp each day.

**Camp Location:** Morgan Hill Aquatic Center (AC) and Morgan Hill Outdoor Sports Center (OSC)

**Camp Days:** Monday-Friday.

**Camp Hours:** 8:30am-3:30pm.

You may sign-up for as many weeks as you wish, but we do ask that you register at least by the Wednesday before each camp's start date so we are prepared with enough staff; **Staff to child ratio:** 1:8.

**Documents Required with Registration:** All camp participants must have a current Participant Information Form. Forms are available at the CRC, CCC and AC Welcome Desk. See a sample weekly schedule of activities template attached in the back of this packet. A detailed schedule of activities will be handed out to all parents on the first day of camp every week.

**We encourage the parents to make sure campers have breakfast and put sunblock before arriving to camp each day. Recreation Teammates will be able to assist with sunblock several times during day.**

If you are running late (after 3:30pm), please phone the Recreation Leaders cell phone (408.425.3050). A late fee will be applied if your child is picked up after 3:30pm. \$10 will apply after 3:35pm, \$15 after 3:40pm, and \$20 after 3:45pm.

### **CHECK IN AND OUTS**

For your child's protection, we request that all participants are checked *IN* and *OUT* of the program each day by their parents, legal guardian or authorized people. Check in and out will be in the Aquatics Center Party Room with our Recreation Leaders. Please do not drop children off in the parking lot. Only those authorized people, in writing on the Participant Information Form, will be permitted to pick up your child. **Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Participant Information Form.** All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on this list know they must **show a Photo ID** so they will be prepared. It is imperative that parents advise us of any situations we should be aware of regarding people who are not allowed to pick up your child.

### **CLOTHING**

We ask parents to bring their children to camp each day ready for the swimming lesson, as this is the first activity of the day. Your child will need to bring a towel, proper swim attire, an additional change of clothes, water shoes (optional), his/her own sunscreen, and a plastic bag for wet items. Sandals are ok during pool hours. **For the visit to the Outdoor Sport Center we highly recommend that all children wear closed-toe shoes with rubber soles** and comfortable play clothes so they may participate in all the outdoor activities. **Please label** all clothing, lunch boxes and backpacks with your child's name (first and last name), including the plastic bag. Please put all items in a backpack.

### **MEDICATION DURING THE CAMP DAY**

Recreation Leaders will NOT administer any medications during camp hours unless it is for severe allergies or Asthma. If your child needs an Epi-pen /Asthma or any other emergency medication, please note that on the Participant Information Form and bring the medication to the camp on the first day. Also, a "Medical Consent Form" may need to be filled out on first day of camp.





## SNACKS/LUNCHES AND ALLERGIES

Please make sure your child eats breakfast each day prior to arriving at the program. Each child must bring her/his own **morning and afternoon snacks, a sack lunch**, and her/his favorite drink each day. We provide constant water breaks during the camp's hours. For the safety of all participants please **DO NOT provide any food or snacks that contain peanuts**. The camp locations do not supply microwaves or ovens, so please do not include snacks or lunches that require heating or preparation. Please notify the Recreation Leaders for any specific diet restrictions. If we do a cooking project, we will notify in advance about the type of food items served.

## ILLNESS

**For your child's safety and the safety of other children please do not send your child to camp if he/she is ill.** If a child becomes ill at the program site, we will notify the primary contact or if we can't reach the primary contact we will contact the emergency ones, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by the leaders:

1. Oral or forehead temperature over 100 degrees F.
2. If the child complains about severe headache not caused by a fall.
3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.)
4. Vomiting or diarrhea (within last 24 hours)
5. Injury which may require medical attention.

Please notify our Recreation Leaders immediately if your child is diagnosed with a contagious or an infectious disease. Recreation Leaders will not call to check on children who do not arrive at the program. There will be no refunds or substitutions for missed days due to illness or other reasons.

## INJURIES

Any major or minor injury will be handled at the site immediately. Recreation Leaders will complete an **Ouch Report** form and parents will be informed of the incident when they arrive to pick up their child if it is something minor. If it is a major emergency or incident, Recreation Leaders will contact parents or emergency contacts by phone. Please remember to update your child's emergency contact information in the Participant Information Form if there are any changes during the summer.

## DISCIPLINE AND GOLDEN RULES

On the first day of camp, the Recreation Leaders and campers work together as a team to make a list of POSITIVE "Golden Rules." See list provided below. All children participate in listing rules for the week. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. **We reserve the right to discontinue participation by any child due to behavioral problems.** Please take time to discuss these Golden Rules with your child as well as familiarize yourself with them before they attend this program. There will be NO refunds if your child is asked to leave the program.

### **Program Rules:**

1. Keep your hands to yourself (No fighting, no hitting, & no pushing)
2. Use nice words (No teasing, & no put downs)
3. Call your new friends by their real names (No name calling)
4. OBEY and RESPECT Recreation Leaders, participants and their property
5. Respect all camp equipment
6. Walk when indoors
7. Keep body parts to yourself
8. Use appropriate language
9. Be honest
10. Stay with the group/ No leaving the group for any reason
11. If you take things out, put them back when you are finished
12. Please keep any valuables, trading cards, toys, and electronics such as: iPods, cell phones, hand held devices, gaming devices, etc., at home. (The City of Morgan Hill is NOT responsible for any lost or stolen items)

## **RECREATION SWIM TIME**

We will be participating in Recreation Swim time every day from 12:45-2:15pm. During this time, the pool is open to the public. Lifejackets will be available at parent request as indicated in the Participant Information Form. In addition to the Recreation Leaders, lifeguards are on-site during recreation swimming hours. All swimmers in the Competition Pool under 11 years of age must pass the swim test evaluated by the Aquatics Center Lifeguards. When a child passes the swim test, they will receive a bracelet that allows them to use the Competition Pool. Children using the Recreation Pool, the Instructional Pool, or the Water Slide DO NOT need to take the swim test. Recreation Leaders will provide indoor activities during recreation swim time for those campers who do not wish to swim for the entire time.

## **GENERAL POOL RULES:**

- Campers must obey all pool rules and follow the directions of lifeguards and Recreation Leaders always
- No running on the pool deck
- No dunking, sitting or standing on shoulders, rough play or throwing objects
- All swimmers must shower before entering the pool and wear proper swimwear (No Cotton)
- No water toys and floating objects permitted in the water
- Only Coast Guard approved lifejackets are allowed in the pools. Swimwear with built in lifejackets may be allowed on a case by case basis at the discretion of facility staff

## **AC POOL INFORMATION**

- **Recreation Pool & Slide Catch area:** Depth: 0 – 3.6 ft.
- **Instructional Pool:** Length: 25 yards. Depth: 3.6 – 4.6 ft.
- **Competition Pool:** Length: 50m x 25 yards. Depth: 6.7 to 13 ft. Children under 11 must pass a swim test to swim in this pool.
- **Water slides:** Children need to be 48 inches or taller to ride the large slides.

Please note, this is an abbreviated list of the AC pool rules and information. For more information visit the Morgan Hill Aquatics Center website at <http://www.morganhill.ca.gov/835/Pool-Rules>. Recreation Leaders will review all pool rules with the campers on the first day of camp. Failure to follow camp and pool rules could result in removal from our program.

## **ABOUT OUR CAMP STAFF**

All Recreation Leaders are finger printed and TB tested as well as trained in CPR and First Aid. They have participated in mandatory training, including camp safety, behavior guidance, 41 developmental assets, child abuse prevention, positive discipline, program leadership and emergency procedures. They are energetic and enjoy and love working with children. They have been working for the City of Morgan Hill Camp Programs for the last several years. Staff to child ratio is 1:8. We are looking forward to a fun camp program with your child(ren)!!!

Sincerely,

**Chiquy Mejía**  
Youth Development Coordinator  
408.310.4253

**Jennie Tucker**  
Community Services Supervisor  
408.310.4277





## **MORGAN HILL CAMP H2O FREQUENTLY ASKED QUESTIONS**



### **1. HOW CAN I REGISTER MY CHILD FOR CAMP H2O?**

You can register your child by coming to the Centennial Recreation Center (CRC), Community and Cultural Center (CCC) or Aquatics Center (AC) Welcome Desk and paying the registration fee. You may also register online by visiting the city registration site: [www.mhreconline.com](http://www.mhreconline.com) You may register for as many weeks as you wish, but we do ask that you register at least by the Wednesday before each camp's start date so we can prepare adequate staffing levels.

You must complete the Participant Information Form and turn into the CRC, CCC or AC prior to the first day of camp. Participant Information Form is also online at [www.mhcamps.com](http://www.mhcamps.com)

### **2. IS THERE AN OPTION TO SEND MY CHILDREN FOR ONLY ONE DAY?**

Unfortunately, we don't offer this option. Campers must register for the entire camp week.

### **3. DO YOU HAVE EXTENDED CARE?**

There is not extended care hours provided for this camp. Camp hours are 8:30am-4pm.

### **4. WHAT HAPPENS IF I AM RUNNING LATE TO PICK UP?**

Please phone the Recreation Leaders cell phone (408.425.3050) if you are running late. A late fee will be applied if your child is picked up after 3:30pm. \$10 will apply after 3:35pm, \$15 after 3:40pm, and \$20 after 3:45pm.

### **5. HOW GOOD OF A SWIMMER DOES MY CHILD NEED TO BE TO ATTEND THIS CAMP?**

This camp is designed for children who love to swim and are comfortable in and around water. We recommend that campers have basic water skills and have a basic knowledge of water safety.

### **6. HOW MUCH OF THE DAY WILL MY CHILD BE IN THE WATER?**

Children will be in the water for swim lessons in the morning and during the recreation swim time (roughly 3 hours out of the 7.5 hours of camp). Indoor activities will be offered for children that do not want to spend the full time in the water during recreation swim.

### **7. WILL MY CHILD RECEIVE A SWIM LESSON REPORT CARD AT THE END OF THE WEEK?**

Swim Instructors will not be evaluating or providing report cards for the campers. However, if you would like to know what level your child is at, we can ask the swim instructors for current level ability.

### **8. ARE THERE REFUNDS?**

Yes, if you provide a written request to withdraw 7 days prior to the first day of camp that you sign up for, the City of Morgan Hill will refund the full amount. In a refund request is received less than 7 days before the first day of camp, we will not be unable to refund any portion of your fee. A full refund is granted if the program is canceled by the Morgan Hill Recreation Department. Cancellation written request forms are available and need to be submitted to the Community and Cultural Center or Centennial Recreation Center and Aquatic Center

- **NO** refunds or substitutions for missed days due to illness or other reasons,
- **NO** refunds if your child is suspended or expelled from the program.
- **NO** refunds for any participants who dropped out of the program for any reason or circumstance.

### **9. HOW DO I SHARE MY CONCERNS AND APPRECIATION TO STAFF?**

Communication with you is the key to our ability to meet your child's needs and provide an outstanding summer program. We ask that you first talk with Recreation Leaders at your camp site. If additional clarification is needed, you may contact the Youth Development Coordinator Chiquy Mejia at 408. 427.1068.