

*Technique*  
*Adventure and Activity*  
*Day Camp*

2016  
Parent Handbook

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We're happy to welcome you to ***Adventure and Activity Camp at Technique Gymnastics!*** It's going to be an exciting three months with a lot of fun packed into a variety of activities.

This handbook has been prepared as an informative guide for Technique Adventure and Activity Camp's children and their parents so that they may know and understand the camp's policies and regulations. Please read it carefully, and keep it for future reference!

## **General Information**

Our camps are designed to keep kids active while they are not in school by providing campers with new adventures and fun activities. They have an opportunity to experience other sports, creative arts, group projects and meet new friends. Camps are offered during summer school breaks as well as most non-instructional school days. Technique camps are located at Technique Gymnastics' 38,000 square foot facility in the Sacramento Sportsplex. Campers will gather, eat lunch and work on group projects in our new Adventure and Activity Club. The rest of the time they have a choice of activities in our facility or the other Sportsplex facilities. Camps are for ages 5 – 12 (we will be able to take children who are 4 years and 9 months **and** enrolled in kindergarten). We are licensed by the State of California, and sponsored by Technique Gymnastics. We are staffed by qualified and experienced individuals who are dedicated to helping make this the best camp ever for your child.

Our philosophy is to develop each individual's core character using sports and activities as tools to capture experiences that lead to maturity. We are excited to partner with parents, helping them to raise healthy, happy, responsible children.

## **Non-Discriminatory Policy**

Technique Adventure and Activity Camp admits children of any race, color, and national ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school. It does not discriminate based on race, color, national, and ethnic origin in administration of its educational policies and other school administered programs. The administration, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's regulations or behavioral standards.

## **General Camp Rules**

There will be NO:

- Gum at camp
- Knives or "weapons" of any kind
- Bad language
- Violent behavior
- Toys from home
- Money from home (campers are not allowed to use our vending machines)
- Electronic gameboys, cell phones or appliances of the sort

## **Hours of Operation and Other Optional Service**

The hours of operation for our camps are from 9:00am to 4:30pm. We offer a free optional service of before and after care for your convenience, and it is from 8:00-9:00am and 4:30-5:30pm.

Camp opens at **8:00 am**. Please do not arrive earlier than 8:00 am - staff won't be able to open the doors until then. If you are planning to drop your camper off later than 10:00 am on any day, you may want to arrange to meet the camp at the field trip activity for the day. Exact times will be available the week before your camper's week at A<sup>2</sup>C. **Camp is open until 5:30pm. We love your children but we really need to have all campers off with their parents no later than 5:30pm. Please note that there will be a \$1.00 per minute/per child charge beginning at 5:35pm. This fee is to be paid in cash to the counselor on duty when you pick your child up.**

### **Signing In Your Child**

A parent/guardian must sign your camper(s) in as you drop them off everyday. This is done at the Technique Gymnastics front desk. This is the time to let the camp director know if anyone other than those indicated on your registration are going to be picking up your camper. You, as the adult, must sign your child in and out. You must use your full signature and not just initials. The California law requires this!

### **Signing Out Your Child**

Students may only be picked up by authorized adults. No camper is to be released without specific permission from a parent or guardian which must be authorized verbally and in writing. If an emergency situation occurs, the parent/guardian must contact the Technique Gymnastics office giving verbal authorization for release of the child to an alternate person. The parent/guardian will be asked to provide the name and description of the person authorized to pick up the student.

Everyone picking a camper up will be asked for photo ID. If the identification does not match those put on your registration information, you have not informed the staff of a change and we cannot reach you, we will not release the child. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. We will not accept the responsibility of deciding which parent has legal custody where there is no court document. We will accept the information given by the enrolling parent unless we are presented with a court document from the custodial parent that shows otherwise.

All students must be signed out everyday when you pick them up from camp.

**YOUR CHILD IS VERY PRECIOUS TO US! THESE RULES ARE HERE TO PROTECT YOUR CHILD AND TO ENSURE HIS OR HER SAFETY.**

### **Schedule and Field Trips**

A typical week at A<sup>2</sup>C will include: daily activities within our center and two to five weekly field trips within the sports complex for each group, rotations throughout the Technique Gymnastics building, and many more fun filled activities. Please refer to the weekly schedule for assigned activities and times. Please have your child prepared for each activity (Note: different activities require certain attire). All field trips are appropriately designed for your child's age, and all costs of the field trip are included in your child's daily/weekly tuition.

**Rotations include (vary by day):**

\*\*Rock climbing: Climbing games, physical challenges, group games, etc.  
Gymnastics: Gymnastics instruction  
Club house: Arts and crafts, culinary arts, science, games, etc.  
Open Play: Free time within our facility  
\*\*Metro Soccer: Playing soccer indoors  
Blue Lagoon: outside water games and water activities  
Golf: In-house with professional clubs.  
Martial Arts: Kung Fu and other styles.  
\*\*Jump Sky High: Indoor trampoline activities, dodge ball, free foam pit, etc  
Group games: big group games and small group games  
Ninja Gym: Obstacle Course  
\*\*Wacky Tacky: soft play

\*\*These are our field trip activities throughout our week. Granite Arch Rock Climbing, Metro Soccer and Sky High Sports are both located within our Sports Complex.

### **Transportation Arrangements**

Parents are responsible for dropping off and picking up their children at the Technique Gymnastics building everyday. The field trips that our camp goes on are located within the Sports Complex parking lot, and when our camp goes on a weekly field trips, we take the following steps to ensure safety in the parking lot:

1. All campers and staff must have shoes on to walk across the parking lot
2. Attendance is taken before we leave the facility, when we get to our field trip destination, before we leave our field trip facility, and when we return to our facility.
3. All campers are in a single line across the entire parking lot
4. There is at least one staff member at the front and back of the camper line as well as several staff members throughout the line. Proper student to teacher ratios are kept even when walking across our parking lot to our destination

We encourage parents to consider enrolling children in learning activities such as swimming, cheer, karate, or gymnastics, but we ask that you schedule those lessons either directly before or directly after camp times. Technique lesson times for campers should be scheduled at 3:30 pm or later only! This ensures that lessons won't interfere with field trips and other activities. We will have a counselor available to walk your child to gymnastics, tumbling, cheer, parkour or dance lessons only. We will not be able to walk your child to any other sports activities located within our sports complex.

### **Making Phone Calls to A<sup>2</sup>C**

The best way to call our camp is by calling the Technique Gymnastics front desk at 916-635-7900. Ask for the director or manager-in-charge of the camp, and the front desk person will connect you with the director or manager-in-charge. Please be patient, it may take a while to transfer your call. If the front desk does not pick up, please leave a detailed message with a call back number. We will call you back as soon as possible.

## Pack 'Em Up

Please be sure that your child is prepared daily. Pack the following items into a **large** backpack or the bag that may have come with enrollment. Each child in your family will need their own bag and lunch. **It is very helpful and highly recommended to mark all these things with camper's names to prevent loss or mix-ups. Yes, even the shoes!**

1. Close Toed Tennis Shoes (no sandals or high platform shoes are allowed for rock climbing. Sandals will be allowed for water day)
2. Socks
3. Sunscreen\*\*
4. Swimsuit (on designated water days)
5. Towel (on designated water days)
6. Large lunch that they are willing & able to eat (*Please don't send soda, it typically gets spilled or they don't finish it.*)
7. Extra snacks – We do provide two snacks for each camper, but we have found that kids like to eat our snacks and snacks from home at the same time.
8. Something to drink, especially if your child is not a good water-drinker.
9. Water Bottle with water, juice, or some other liquid that will help to keep them hydrated. Please mark all water bottles with your child's name. Unmarked water bottles will be thrown away every Friday.

Food and water are very important. Our program is very physically active. Your child must have nutritious fuel and liquids to keep them going. Please pack them in **insulated cold packs**. The refrigerator will not be available to campers at A<sup>2</sup>C.

In the past, parents have given their children money to spend at the snack machines. This turns out to be a problem if money is lost or misplaced. It's also difficult for the counselors to stop and get a child a lunch or snack from the machines as they are needed in ratio. Please don't send money for your child to make purchases from our machines. It is also our policy not to buy items during field trips.

***\*\*We spend some time outside in the sun. It is very important that each child comes to camp each day already having put on sunscreen. During the course of the day we will reapply sunscreen. Sometimes by the time we re-apply, the camper has already burned. We will work hard to stay on top of it, but please help train your child to remember as well.***

## What not to Bring!

It's been our experience that cell phones, electronic gaming devices, stuffed animals, trading cards and other toys from home do not do well at camp; therefore we ask that campers leave them at home. If these items are brought they will be taken by a staff member and given to parents when the camper is picked up.

## Lunch and Snack

They are very active each day and campers tend to get **very** hungry throughout the day. Please pack a lunch that is larger for your child than normal. If you do not want to send your child with lunch from home, you are able to purchase a lunch from us for \$4. You can purchase lunches in advance or the day off. The lunch entrees are prepackage frozen food from Sam's Club or a similar store, and it is cooked in the facility. Lunch sides are usually fruits or vegetables which are washed and cut in our facility. If you are interested in purchasing lunch, please ask us for more information. We always have a lunch menu posted in our Club house and at the sign in station. If your child does not have a lunch, one will be provided for them and a charge of \$4 will be added to your account.

Snacks are PROVIDED in the morning around 10:30am and in the afternoon around 3:30pm. They are nutritional snacks and the cost is included in your child's tuition. A list of snacks is posted in the Club House.

If your child has any special dietary needs or allergies, please bring this to the Director's attention. It will be recorded in your child's file.

## Illness Policy

A safe and healthy environment is important for all children. No child who arrives noticeably ill, with a rash, or fever shall be admitted for that day. This policy is designed to decrease transmission and protect the health of your child, the other children, and the staff.

- Hand washing will be done before all meals, snacks, and food preparation and after restroom use.
- The environment and equipment will be cleaned on a routine basis and as needed.
- If a child should become ill while in camp, the child's parent/guardian will be notified.
- Any ill child will be separated from the other children and be made as comfortable as possible.
- Staff shall record the child affected, the date and time of illness, a description of the symptoms, who was notified and their response.
- The staff member will make the final decision about continued care for the ill child based on:
  - Exclusion list (some diseases require exclusion)
  - Head lice (child must be out 48 hours after final treatment)
  - Chicken pox (child must be out until all blisters have scabbed)
  - Undiagnosed rash or hives (doctor note required)
  - Flu (24 hours from last symptoms)
  - Conjunctivitis (Pink Eye) 24 hours from first medication
  - Child's ability to participate in routine activities.
  - Increased risk of disease transmission
- Parent/Guardian will be notified to pick up the ill child within a specific time frame.
- **Do not** bring your child if they have had diarrhea, vomiting, a bad cough and/or fever (101 degrees oral, 102 degrees rectal, 100 degrees auxiliary (armpit) in the past 24 hour period.

- If your child should exhibit any of the above symptoms you or your emergency contact will be notified and asked to as soon as possible.
- Please notify a camp counselor if your child is diagnosed with or has been exposed to an infectious disease.

The child must not return to camp until the fever has been broken for 24 hours; nausea, vomiting, or diarrhea has subsided for 24 hours; 24 hour period has passed since the start of a medication prescribed for contagious illness; and the child is feeling well again and normal behavior has returned.

Emergency planning is a must. Please have a plan ready on the chance your child should become ill at camp. For the safety and health of staff and other campers we **cannot** allow a sick child to remain at the center.

Credit will only be given to those children with a prolonged illness of five days or more.

**No credit will be given on a daily basis.**

### **Medication**

Only medication, including “over the counter” medication, that is prescribed or ordered by a physician can be administered at camp. All medications must be in the original container and correctly prescribed for the indicated student only. All medications will be stored in a secure location and are NOT to be kept with the student. A medication release form must be signed and handed directly to the camp director or manager-in-charge for each medication the child will need to take.

### **Injury**

We take every precaution to make sure your child is safe, but because children will be children, accidents may happen. An Incident/Accident Report will be completed for each accident which occurs at the camp. The report will be made as soon as possible following the accident. The Camp will give appropriate first aid to an injured child to include minor cuts and bruises. A parent or guardian will be contacted, if it is the judgment of the camp staff that immediate medical attention is necessary. If it is further the judgment of the camp staff that the injury is of an emergency nature, the physician listed on camper’s registration form or paramedics will be called to the camp and the parents contacted.

### **Emergency Contacts**

Emergency contacts are required to be current at all times. This contact must be at least one additional emergency contact other than yourself, including full names, home and work addresses, home and work phone numbers, and cell phone numbers. In the event of an emergency for which you or your emergency contact cannot be reached, the staff may contact police or other emergency authorities.

### **Change of Information**

It is your responsibility to inform A<sup>2</sup>C of any changes to the information on the Emergency Information Form, as well as other forms in the registration packet, including, but not limited to: address, home phone number, parents’ work numbers, medical conditions, and pick-up authorizations.

## Discipline Policy

Our number one priority is to insure your children are in a safe environment. The only rule we ask is that our campers are safety conscious of themselves and those around them. A busy child does not have time to get into mischief. We will do our best to keep them busy and having a great time. Learning cooperation, self-control, and respect for others is part of growing up. We want to assist parents as they teach these valuable life skills to their children. Therefore, we do not allow the use of physical punishment, corporal punishment or violation of personal rights. Instead, we use positive tactics that strengthen the self-esteem of children while teaching self-discipline. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their frustrations and angers. The role of the adult staff is to be a helper to positive problem solving of their conflicts and understanding the rules. Our staff members guide rather than punish. Staff will intervene to prevent children from hurting themselves, others or destroying property. The child will then process the problem with a staff member and any other concerned parties. Verbal processing is our preferred technique. Discipline, that is guidance, will always be positive, productive, immediate, and consistent when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by parents on the premise or during field trips. Unfortunately, there may be times when our efforts will not be able to solve a child's conflict. At this time, the parents will be notified and a conference set up to discuss solutions to the conflict. We believe behavioral problems can be resolved with cooperation between parents and staff. Continuation in our program depends upon a resolution and unresolved conflicts may result in termination of the child attending Technique Adventure and Activity Camp.

At A<sup>2</sup>C we will use three steps to discipline.

They are:

### **“First Warning”**

Campers will be asked if they are being safe or if they are behaving in an appropriate manner. “Tell me how you were being unsafe? Or Why is your behavior inappropriate?”

### **“Second Warning”**

If they continue to be unsafe, they will be excluded from the activity for a short time. A time-out is a time by themselves, away from the other children and the activity at that time. Time-outs last for approximately 5 minutes, depending on the age of the child. This is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decided for themselves when they are ready to rejoin the group with appropriate behavior.

### **“Third Warning”**

Parents will be notified when child is picked up at the end of the day of the problem or concern we have dealt with.

### **“Fourth Warning”**

If the behavior is still taking place after four warnings, a conference with parents, camper, and director will take place. This will be a time to discuss what has been happening and how you, the parent, and the teacher can work together to resolve the problem.

We will do our best to handle all situations at the center. If for some reason the parents are called during the day, the situation would have to be extreme, on going or one that we feel puts campers and staff at risk.

**We reserve the right to send children home when we feel they are not acting in a safe or healthy manner and are not making an effort to change their behavior.**

**NO CREDIT WILL BE GIVEN WHEN THIS OCCURS.**

**In some situations, the Director and teachers may require a 1-3 day suspension at home before returning to camp. If every reasonable effort has been made to discipline the child, and the child does not comply with our standards, the parent will be asked to withdraw the child from our program. We reserve the right to expel children from A<sup>2</sup>C for any time we feel is necessary.**

### **Withdrawal**

Children benefit most when the program and the home have similar philosophy of teaching and discipline. Should the time arise when either the A<sup>2</sup>C or the parent feels that the child is not benefiting from the program, either party may request withdrawal without prejudice with a two week written notice.

### **Payment Policies**

- No spot in camp is guaranteed until a deposit payment has been received. This deposit payment is applied towards your child's daily or weekly tuition. There is a deposit per child per week.
- Payments can be made in person at Technique Gymnastics, can be mailed in to Technique Gymnastics, or can be made over the phone with Technique Gymnastics. We take Visa, Mastercard, Cash and Checks.
- We will charge a returned check fee, and we can reserve the right to refuse any other payments by check.
- For weekly tuition, the remaining balance must be paid on Monday morning when you sign-in your camper. For daily tuition, the remaining balance must be paid the morning of your child's day at camp.
- A late fee of \$10 per child will be added on to your account if your child's tuition is not paid in full by the Wednesday of your child's week at camp.
- If you have made arrangements with the office to hold a space during camp and do not attend for any reason, please note that you will be charged for those days unless the office is notified, in writing, one week prior to saved dates.
- All fees are non-refundable. Changes to registration dates may occur if it is received one week prior to original date and it is in writing; however, changes cannot be guaranteed and will only be accepted based upon availability.
- Enrollment will be discontinued if no tuition payment is received within two weeks of your child's time at camp. Re-enrollment will require paying the previous amount owed in full and based on "space".

NO drop-in service is available. Due to city licensing regulations, NO child will be accepted without prior registration and authorization. Registration will only be accepted at the front office and is based on availability. If you bring your child on a day that you

are not pre- registered for, they WILL NOT be accepted. You are welcome to call the morning of a desired day to see if there is available space.

### **Early Bird verses Late Registration:**

For weekly tuition: Early Bird special pricing will be honored if a child is signed up and the deposit fee is received before seven days of desired start date. Late registration pricing will begin less than seven days prior to desired start date. For daily tuition: Regular daily tuition will be honored if a child is signed up and the deposit fee is received before 5:00pm, 48 hours of desired start date. Late registration pricing will begin less than 48 hours of desired start date.

### **For week long campers in case of an absence:**

All payments are non-refundable even if your child is absent. We will transfer credit to another week if a written notice is received one week prior to desired date. No credits will be given for individual days missed within the week. We do not credit for individual days missed because you are already receiving a discounted rate for paying for the entire week rather than the daily rate. In extreme cases, we will credit for individual days missed, but we will then have to charge you the daily rate of \$50.00 instead of the discounted rate that you are receiving at \$215.00/week. Any exceptions will be determined on a case by case basis.

### **For day to day campers in case of an absence:**

(For those NOT attending and paying for Monday-Friday)

All payments are non-refundable even if your child is absent. We will transfer credit to another day if a written notice is received one week prior to desired date. If you have made arrangements with the office to hold a space during camp, and do not attend for any reason, you will be charged for those days. Any exceptions will be determined on a case by case basis.

### **Admissions Policies**

Before a child can attend our camps, a parent must speak with a camp director or an office manager to determine if our camps will be a good fit for their child. The camp director will answer all questions that a parent might have regarding our camps, and the director and parent together will determine if the child will benefit from attending our camps. This can be done in person or over the phone. In some cases, the director may request an in-person meeting at the facility to determine if a child is a good fit for our camps. After it is determined that the child will benefit, the parents may then register their child. The parent packet may be picked up in person or mail (if there is enough time before start date).