



STUDENT HANDBOOK

Camp Captivate

Summer of 2024

Welcome to Camp Captivate!

We are thrilled that your child will join us for camp this summer. We have planned so many fun and exciting activities and are passionate about providing a quality, S.T.E.A.M. camp experience.

Please read over this handbook prior to the first day so you will be ready for camp. Be sure to discuss it with your child.



Contacts

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Kristen Santos - Director @ St. Leo's (San Jose)

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Rea Vallarta- Director @ Holy Family (San Jose)

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In case of emergency, call cell phone at 408-464-5128

campcaptivatedirectorsj@gmail.com

Stay tuned as we hire more staff. **[Read the staff biographies here](#)**

Locations and Maps

[Maps](#)

St. Justin's School, Santa Clara

2655 Homestead Road

Santa Clara, CA 95051

Holy Family School, South San Jose

4850 Pearl Avenue

San Jose, CA 95136

St. Leo the Great School, Central San Jose

1051 W San Fernando St, San Jose, CA 95126

Staff

Read the staff biographies [here](#)

Hours of Camp

- 9:00 AM to 3:00 PM
- 8:00-9:00 AM early drop off (optional add on)
- 3:00 to 5:30 PM extended day (optional add on) Monday through Thursday, and 3:00 to 5:00 PM on Fridays.

Programs (by age)

- Explorers (ages 5-6)
- S.T.E.A.M. Junior (ages 7-9)
- S.T.E.A.M. Plus (ages 10-13)
- Leaders in Training- no longer offered in 2024

Note: 10 year olds must be mature enough to handle the Plus program, and the camper may be transferred to the junior program (with parent approval) if it is a better fit based on the camper's maturity and skills.

Note: The Explorers group was changed to ages 5-6 (from ages 5-7 in previous years)

Ratios and max class size (by program)

- Explorers (ages 5-6)- Max ratio of 1:8. Max class size of 24
- S.T.E.A.M. Junior (ages 7-9)- Max ratio of 1:12. Max class size of 24
- S.T.E.A.M. Plusr (ages 10-13)- Max ratio of 1:8. Max class size of 16

Daily Schedule of Campers

Subject to some change depending on the activities and weather and the discretion of the site director.

Explorers's Schedule and Other Information [here](#)

STEAM Jr.'s Schedule and Other Information [here](#)

COVID-19 Section

COVID 19 updates can be found [here](#). This is an ever evolving document as recommendations may change.

Students with COVID-19 symptoms should NOT be sent to camp and will need to be symptom free and show a negative COVID-19 test prior to being allowed back to camp.

Drop Off and Pick Up

- A staff member will greet you at the welcome table by the gate (Holy Family) or the side gate door (to the right of the office) (St. Justin's) or by the gate (St. Leo's)
- Camper drop off: **8:45 am to 9:00 am** at the registration table.
- Please alert the staff should your child have any concerns.
- Please make sure you put sunblock on your child BEFORE camp or have your child bring sunblock to reapply.
- Please verify your emergency information and authorized pick up person(s) for children on the first day (Monday) of camp.
- Sign in by writing the time signature next to the name of the child; repeat this process for signing out the child at pick up.
- **Note: Those who enrolled in AM Care can drop off as early as 8:00 AM**
- **Note: Those who enrolled in PM Care can pick up as late at 5:30 PM M-Th and by 5:00 PM on Fridays.**

Extended Care - before or after camp

- You can purchase a week of extended care at the time of registration for AM care and/or PM care.
- You can **ADD ON** drop-in care by alerting the Camp Director, and your credit card will be billed.

- Early drop off: **\$50/week** (at time of registration, M-F) or **\$15/day** for drop in
- Extended day: **\$100/week** (at time of registration, M-F) or **\$25/day** for drop in

T-shirts

You will get your t-shirt on the first Monday of camp. One shirt per week is complimentary, and some purchased an additional shirt(s) for \$12/shirt at time of registration. Please verify your child's size before writing the child's name using a sharpie on the shirt. Sizes available include: YXS, YS, YM, YL, AM, AL, AXL

Camp Captivate Bag and Notebook

You will receive ONE bag and notebook for the summer, and will receive it on your first Monday of camp.

Pick Up

- Pick up is at 3:00pm outside at the registration table (at entrance on Richard Ave.)
- Please sign with a full signature on the sign out forms and be prepared to show your picture ID.
- Your child will only be released to those on the "Authorized for pick up" list.
- Students who are not picked up by 3:15pm will be escorted to PM extended care and students not enrolled will be charged the daily rate of \$10/day.
- Pick up for afternoon extended care **NO LATER THAN 5:30 PM M-TH and 5:00 on Fridays**. If you will be late, please call. We will charge a \$1/minute late charge and your credit card on file will be billed.

What to Bring

Materials:

Bring your CC bag to and from camp each day

Clothing

- Comfortable clothes you can get dirty in!
- Camp Captivate t-shirts are required for safety/supervision

- Sneakers/athletic shoes and socks
- You may pack extra clothes for your child, if needed, in a labeled ziplock bag.s
- (Hot days, as needed) water clothes to get wet.

Water

- Be sure to bring a large water bottle each day. Make sure your child's name is written on the water bottle with a permanent marker. We will have water fountains/coolers available for refilling water bottles. It can be hot, and we want all kids to stay hydrated!

Sun Protection

- Bring additional sunblock and/or hat as needed. Your child must be able to apply sunblock on his/her own.

Food

- Please bring an insulated lunch box (**with a personal ice pack**)with lunch and plenty of snacks.
- ****NOTE: We do not have refrigeration or ice for lunches, so please provide an individual ice pack to keep lunches and snacks cold!*
- Please avoid sugary snacks. Please do not bring sodas or caffeinated beverages.
- Sharing of food is **not** allowed due to food allergies and food sensitivities.
- **NO NUTS** are allowed. Please help protect kids with allergies.

Medication

- Please make sure we are aware of any medication that your child is taking during their stay at camp, and let us know if your child has recently stopped taking medications they are accustomed to.
- Allergies– Please fill out the “Food Allergy Action Plan” form (at CampCaptive.com under “Registration”). Provide Benadryl and Epipen, as prescribed by the doctor.
- We will only be able to administer medication with parental consent, instruction, or supervision (Food Allergy Action Plan or Asthma Inhaler under forms and under policies on website under “Registration”).

Face masks

- Optional in 2024. If you choose to have your child wear a mask indoors, please pack extras in a labeled ziplock bag.

Optional Cell Phones

If a parent feels the child needs to have a phone, we ask that it be put away in their backpack. We are not responsible for lost/stolen cell phones. Cell phones must be turned off and put away in a personal backpack or CC bag. Cell phones may not be used during camp activities or recreation.

Books

For "silent reading" for free choice time. You are welcome to bring workbooks or coloring books.

Technology Policy:

Since COVID and the abundance of technology, the camp has shifted to "unplugged" (screen free) for kids and we will not be doing the "technology exploration stations". We now feel that kids need a break from screens.

Items NOT allowed at Camp

- Toy weapons
- Real weapons
- Clothing with profane images or words
- Drugs or alcohol
- Illegal items
- Questionable items will be kept by the camp director and can be picked up at the end of the day.
- Personal Toys (ex: Kendamas, Pokemon cards, beyblades, fidget spinners, etc.- unless in IEP or 504 plan).

Lost and Found

- We will have a lost and found box at the sign in table. Please check the lost and found if you are missing an item.

Safety and Emergency Procedures

We will outline emergency procedures each Monday to the whole camp, including the location of exits and what to do in a fire and earthquake. We have multiple first aid kits at different locations at camp. The director, owner and most of our teachers are currently with First Aid and CPR certifications through American Red Cross. If your child has a minor injury (band aid, clean cut, ice pack), we will administer first aid and an incident report will be filled out. For more serious injuries, a parent will be notified immediately and an incident report will be filled out. For severe injuries, 911 will be called, the child will be supervised, and the parent will be called.

Policies and Behaviors

Recognizing Positive Behavior

We believe in a positive discipline approach where we encourage good choices. Positive behaviors will be recognized. For example, we give praise or stickers or tickets for positive behavior. Tickets can be redeemed for prizes at the end of the week.

What happens with Negative Behavior?

Our staff has been trained to discourage negative behavior and encourage a respectful learning environment. When a child is disrespectful, irresponsible or unsafe, a staff member will have a "one on one " talk with the student and remind him/her that the behavior was not appropriate. He/she may be asked to "sit out" of an activity and may be removed from the situation and be supervised by the Director. Bullying will not be tolerated. A parent may be called to remove a child from camp if the child is bullying another child. For persistent issues or extreme cases, there may be grounds for dismissal WITHOUT a refund. These decisions are at the discretion of the Director.

Grounds for dismissal

- Abusive language
- Stealing
- Putting self or others in danger
- Threatening to harm oneself or another person
- Consistently disruptive and disrespectful behavior

- Misuse of technology
- Bullying or intimidating other campers

Absences or Tardies

We do not refund or allow make up days as per our policy. Please let us know if your child will not be attending camp by calling or emailing the Camp Director. Please also let the director know if you will be late.

Illness at camp

If a child becomes sick at camp, a parent will be called. There will be no refunds for days missed due to illness. A child needs to be fever free for 24 hours before returning. If your child has a runny nose and fever or rash, or has any of the following symptoms, please do NOT send them to camp:

- Diarrhea
- Severe coughing
- Difficulty breathing
- Pinkeye
- Unusual rash
- Sore throat or trouble swallowing
- Infected skin patches
- Unusually colored urine or stool
- Headache and stiff neck
- Loss of appetite
- Severe itching
- Temperature over 99 degrees

Head lice at camp

A child with head lice will be asked to immediately leave camp and a notice will go out to all campers. This student must be treated with special shampoo and comb before being allowed to return to camp. Upon return, the Director will inspect the student for lice before the child is allowed to stay.

Required Forms

- Registration Form (already filled out as part of the online registration process through website at www.campcapture.com)
- Food Allergy Action Plan (for allergies only; available through website at www.campcapture.com) - **ONLY FOR STUDENTS WITH SEVERE ALLERGIES**

- Release of Liability (already filled out as part of the online registration process through website at www.campcapture.com)

Parent Daily Updates

The director will send a daily email of the camp highlights for that day.

Parent Presentations

We will host an all-camp parent presentation each Friday from 2:30 PM to 3:00 PM. A follow-up slideshow and/or video link will be sent to parents who can not attend the presentation in-person.

More Questions? Check out the FAQs

Camp Captivate [FAQ Page](#)

Thank you for choosing Camp Captivate. We are going to have a fantastic summer ahead!

