



## **CAMP: S.A.F.E. Family Handbook** **(Summer Activities For Essentials)**

**Dear Camper Parents & Guardians,**

Thank you for trusting us with your child! We are very excited to have you in camp. This handbook will help you in making the most of your camp experience. Keep an eye out for a camp letter to go out the week prior to camp with specific information. Here are the basics, let's get started!

**Camp Safety Protocols and Guidelines:** We utilize camp and safety guidelines from the Alameda County Public Health Department, California Department of Public Health, and the CDC. Campers will be given a health screening before being admitted in the morning and again in the afternoon. They will be monitored and set up within spaces/activities to stay 6ft. apart and program materials will not be shared. There will be a bathroom designated for each group and campers will be sent one at a time. Everyone will also wash their hands at least once every hour and between each activity. Staff and campers will not interchange between groups and masks will be worn by staff at all times. Siblings will be grouped together regardless of age to reduce the chance of exposure to families. Campers age 12 and older will be required to wear masks at camp; children under 12 are highly encouraged to wear masks. Materials and frequently touched surfaces will be disinfected twice a day and a deep cleaning will take place by custodial staff each night. There is also a designated isolation room and protocol in place for campers and staff who become ill during program. Staff are trained in all aspects of these guidelines and are also screened every day at the start of their shift. If you would like more information on our safety guidelines, please call 510-596-4395.

**Camp design:** Camp is broken into two 4-week sessions and one 2-week session. This design complies with the Alameda County Public Health Department regulation that camp groups remain stable for no less than four weeks and to maintain maximum safety for the health of participants and families. There will be four groups made up of no more than 10-12 campers. Groups will be comprised of campers in the following order: those who live in the same household, those who arrive and leave at the same time and, those who are close in age. Each group will have a designated indoor space that no other group will use. These spaces have been reconfigured to allow for 6' social distancing wherever possible.

**Daily Schedule:** Campers will engage in daily arts and crafts, outside physical activities, theater and storytelling, math and literacy practice, STEAM, dance and movement, gardening, weekly themes, dress up days, virtual field trips, and more. We will be designing the day to be outside as much as possible.

**Camp Theme and dress up day:** Each week of camp will have a specific theme and all the activities will be connected to it. We will end each camp with a dress up day of that theme!

**Daily Attendance/Schedule:** There is no minimum daily attendance requirement and there are no prorations for missed days. However, families must commit to an entire session. We will have staff on 53<sup>rd</sup> Street for pickup/drop off from 7:30-9:30am and 3:30-5:30pm only. Families must commit to arriving no later than 9:30am each day and picking up no earlier than 3:30pm.

## Camp FAQ's

### **How to sign in:**

Extended day campers can arrive as early as 7:30am. Basic day campers can arrive as early as 9am (basic day early drop off grace period is 8:50am, if campers arrive earlier than that they will be automatically charged for extended day). Drop off/sign in will take place on 53<sup>rd</sup> street loading zone in between the hours of 7:30am and 9:30am only. Only staff and campers will be admitted on campus. All campers **MUST** be screened before coming on campus. Cars will line up and a staff person will conduct a health screening for each camper. Adults and those over 12 years old dropping off students must wear a mask during drop off and/or remain in the car. Those out of the car must remain 6ft away from others at all times. Once approved a parent/guardian will sign a waiver and the camper will be allowed inside campus. Each camper must be dropped off by a parent/guardian or an approved pick up person. You've identified these people on your registration form. Forgot to add someone? Give us a call at 510-596-4395 and we'll add them for you!

How to pick up: Pick up will take place between 3:30pm-5:30pm on 53<sup>rd</sup> street. Please note that extended day now ends promptly at 5:30pm. This will allow our staff extra time to sanitize equipment and spaces before going home for the day. Pick-up persons may park and a staff will approach your passenger side door and call down for you camper(s) via 2-way radio. Please wear a mask during pick up time, stay in your car and/or stay 6ft away from others at all times. Again, only staff and campers are permitted on campus. If you need additional assistance, please call the front desk at 510-596-4395.

- Please make sure that all possible **pick up persons** (other siblings, friends of the family, nearby relatives, etc.) are on the approved pick up list and are prepared to show ID. We will not release a camper to someone not on the approved pick up list or to someone without a government issued ID.
- We **enforce a late pick up policy**. There is a 5-minute grace period then a \$1 a minute for the first 10 minutes and \$2 a minute for every minute thereafter. If your student is registered for basic day, they need to be picked up by 4pm to avoid this late charge. The same goes for our 5:30pm campers.
- Students not picked up 30 minutes after the end of their day and no contact is made with a parent/guardian/approved pick up person, will be released to police or Children and Family Services custody.

### **What are these?** Ouch Reports and Thought You Should Knows:

- **Ouch Reports** are reports we give to parents if a minor injury occurs and first aid was given
- **Thought you should Knows** are given to parents if there is anything we think you should be aware of whether it be of a good or concerning nature.

**Notes:** You will get these forms within 24 hours or they will be left on the sign in/out clip board with your campers name on it that day. Please take it when you sign out. Also, some "Ouch Reports" or "Thought You Should Knows" may come with a courtesy call or a request for immediate pick up. Immediate pick up must happen within 1 hour of the call. Repeated non-pickups may result in termination of services.

**Staff Names:** are traditional camp names like, "Hoopz," "Poohda" or, "Starfish". We do this to encourage students to be playful and have fun at the Rec.

**Lost and found:** it is located in the ECCL lobby. Any loose items left at the end of the day will be put there. We will give all items away 1 week from the end of camp.

**Lobby hours during camp:** By appointment (Office hours 9a-6p). We strongly encourage you to complete all forms electronically and conduct any payments over the phone or online whenever possible. If you still need assistance in-person, please call ahead of time (510-596-4395). Please check your camp notice for any specific changes.

**Fees/Payment:** There are no refunds, transfers, or prorated pricing for days not attended. A one-week deposit plus the first week's fee for the session are due at the time of registration. Weekly fees will then be due the Monday prior the first day of the week. The deposit can either be used for the final week of the session or rolled over to the next session. If the deposit is going to roll over to the next session, the final week of the session prior must be paid the Monday before the final week begins. Applications without payment will be shredded after the deadline. Cancellations or transfers are only granted two weeks prior to the start of the session minus a \$10 admin fee.

An **application and all liability waivers** need to be filled out in full along with a signed concussion form and signed family handbook for each camper or they may not participate in camp.

### **General Camp Rules**

#### **Food/water:**

- Outside food is permitted and we ask that it is healthy and nut-free.
- Each student **MUST** bring their own labeled reusable water bottle. Drinking fountains will not be used.
- Food delivery is not permitted.
- Students are never to share food so that we can avoid any allergic reactions and minimize the risk of exposure.
- There are vegetarian options for meals but not vegan options.
- Gum and candy are not allowed at camp.
- Please ask a supervisor before you bring any celebratory sweets for campers.

**No toys** can be brought from home, including Beyblades. If we see them, we will only return them to a parent/guardian.

All **medications** need to be disclosed on the registration form and held at the front desk. For safety reasons, please do not hand them to a group leader, this includes asthma and inhalers.

**Medical Conditions including allergies** need to be disclosed on the application form. We need to know this ahead of time in order to properly assess your student during our health screening.

**Illness:** If your child becomes ill at camp we will call for an immediate pick up (within 1 hour). Any camper who is observed to be ill will be isolated in a dedicated space until they can be picked up. If your child has the following they cannot attend camp: Coronavirus/COVID-19, fever, diarrhea, vomiting, pink eye, flu/stomach flu, conjunctivitis, rash, impetigo, lice, hand/foot/mouth, tuberculosis, roseola, measles, rubella and, mumps. You may need to receive medical clearance prior to returning to program. Please see the COVID-19 liability waiver for more detailed information.

**Electronics/Cell phones** are not allowed at camp, even for teens. Please make sure that you are calling the front office if you'd like us to relay a message to your camper. 510-596-4395. If a camper needs to reach you, we will have a staff person call to relay the message.

If your child needs **one on one or small group support** due to a behavior, cognitive or physical disability please let us know using by indicating such needs on your application.

**All campers should be able to understand the importance of and adhere to social distancing and safety precautions prior to enrollment.**

**Adult Code of Conduct:** ECCL is a closed campus until further notice in order to limit the spread of COVID-19. No adults other than designated staff will be allowed on campus and all doors will be locked. If you need to, please enter the A1 gate on San Pablo and enter the ECCL lobby. The Lobby will be locked during business hours. Please call ahead of time and make an appointment if you need to enter the lobby. We strongly encourage you to complete all registration forms electronically, pay fees over the phone/online, and call/email us whenever possible. The below are general guidelines for adult conduct. We expect that all parents/guardians and pick up persons (adults) to conduct themselves as role models for the youth we have in program even when there is no youth around.

- Use appropriate, professional and respectful language and tone of voice at ALL TIMES. Whether having a casual conversation, asking a question, voicing a concern, or airing a complaint, inappropriate language should NEVER be used. Such language includes profanity, insults, racial and ethnic slurs, offensive language relating to gender identity, physical appearance, or sexual orientation.
- Adults may not approach a student or group leader to resolve a conflict. If you would like to request a mediation or discuss a concern, please contact the Program Coordinator, Kimberly Richardson (Starfish).
- The authorities will be called if parents arrive to campus under the influence of drugs or alcohol (including marijuana when driving a vehicle).
- Adults who are wearing inappropriate clothing will be asked to cover it up or to wait outside for their participant. Depending the child's age, a City staff will walk them out to you.
- Personal relationships with City staff will not be allowed to compromise the quality or integrity of any City programming.
- Sexual harassment will not be tolerated.

**Mandated Reporting:** We are all mandated reporters. physical aggression toward students in our presence or any suspicion of child abuse will be reported to Child and Family Services.

Any adult that violates our code of conduct will be asked to leave campus and a formal request to restrict them from the campus may be made.

### **Behavior Standards for Participants**

Our goal is to provide a safe, positive environment where your camper can grow and develop. We have created rules that contribute to this safe and harmonious atmosphere. It is important that all participants and parents/guardians review, understand and support these rules prior to the first day of camp.

### **Camp Rules for Participants:**

- Maintain 6ft distance between yourself and others.
- Do not share materials with others and encourage those who need something to ask a group leader for it.
- Cooperate with staff and follow instructions. If you have a question or suggestions, respectfully ask or give it.
- Respect other children, staff, equipment, and facilities
- Be open to new ideas and experiences and Have fun!

- Stay with assigned group and staff at all times. Ask for permission to use the restroom so staff know where you are. Only go to where you have permission to go and return in a timely manner.
- Foul language, physical aggression, and bullying will not be tolerated.
- Toys and electronics need to be kept at home. Cell phones need to be off and away. If you need to make a call to a parent or guardian, please check in with your group leader.
- There is no fast food, junk food, candy, gum, soda or sports drinks allowed at camp
- If there is a conflict, try to use calm language or ask an adult to help solve it with you. A physical altercation based on an argument or miscommunication is not justified. Self-defense is defined by the City as using physical force to escape a physical assault already in progress. Retaliation is not self-defense.

**Other items to bring/wear to camp:**

- Feel free to bring books with your child since we aren't able to share books.
- Book bag or similar item that can be zipped or securely closed so items don't fall out. Bags will be stored in designated cubbies or under the child's designated seat. Sharing of bags will not be permitted.
- Socks and sneakers (no sandals, slides, open toed shoes or flip flops).
- Sweatshirt and/or jacket (it can be chilly in the morning)
- All loose items should be labeled with your child's first and last name on it.
- Additional pants for younger students if applicable.

**Final Reminder:**

- All safety guidelines are for the protection of you and your campers. Our goal is to provide a safe and fun program for all.
- Please let us know if it is not already indicated on your campers application of any medications or allergies your child has.
- You and/or your approved pick up person will be asked for their ID until we are able to recognize everyone's faces. Please be prepared to show your ID and pass along the message to anyone picking up your child.
- All campers are to positively participate in activities at all times. In the event your child is unable to do this you will be called to pick them up. Frequent behavior disruptions may lead to your campers dismissal from camp. Please review all behavior expectations with your child prior to the first day of camp.

The City of Emeryville does not discriminate. All children regardless of race, religion, color, creed or national origin are eligible to participate in the program. We also comply with the Americans with Disabilities Act and will provide reasonable accommodations for persons with physical and/or mental limitations or disabilities without undue hardship to the City. We also refrain from any religious practices.

**Camp Contacts:**

Front Desk and General Questions:

- 510-596-4395

Youth Services Recreation Assistant (enrollment and payments):

- Ellen Han 510-596-4353 [ehan@emeryville.org](mailto:ehan@emeryville.org)

Youth Services Recreation Program Coordinator (program related questions and concerns)

- Kimberly Richardson (Starfish) 510-596-4317 [krichardson@emeryvill.org](mailto:krichardson@emeryvill.org)

***Thank you for choosing us and I'll see you at camp!***

**Christen R. Gray, Youth Services Recreation Supervisor**

City of Emeryville | Community Services Department  
4727 San Pablo Ave. Emeryville California, 94608  
Tel: (510) 596-4396 | Fax: (510) 596-4339 | cgray@emeryville.org  
"We provide high quality support and services."



**CAMP: S.A.F.E Family Handbook Signature Page**

I understand that I have access to the family handbook located at <http://emeryville.org/DocumentCenter/View/11486/> and it is my responsibility to read and follow all of the points outlined within it. If I have questions, I understand that I need to ask for clarification before enrolling fully into this camp.

I understand the following points for me and my camper:

- There will be a separate camp notice that will be emailed to me one week prior to the start of each camp session. I understand that I should review it for specific information regarding my specific camp.
- I understand the drop off and pick up process.
- I understand the information on the COVID-19 Liability Waiver and will follow all safety guidelines within it.
- I understand the food/water policy in camp
- I understand the camp rules and behavior policy
- I understand the adult conduct policy
- I understand that my place in camp is not secure until there is both a payment made and there is a complete application packet filled out for my camper on file, by the deadline identified.
- I understand the toys and electronics policy for camp
- I understand that I must disclose all medications and medical needs for my camper on my application.
- I understand that I must disclose all behavior, cognitive or physical disabilities and needs on my camper's application.

Please sign below signifying that you understand the policies/procedures outlined in this handbook and that you further commit to reviewing the rules and expectation with your camper.

Date: \_\_\_\_\_

Parent printed first and last name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_