



THE CITY OF EMERYVILLE PRESENTS THE
The "REC" 2021-2022

General

FAMILY

HANDBOOK

Emeryville Center of Community Life

4727 San Pablo Ave

Emeryville, CA 94608

Phone: (510) 596-4395 / Fax: (510) 596-4339

2021-2022 General Family Handbook

Dear Parents & Guardians,

Thank you for trusting us with your child! We are very excited to have them in our program. This handbook will help you in making the most of your experience. Keep an eye out for emails and newsletters with specific information for your activity. Here are the basics, let's get started!

The below safety guidelines may change by the time your program begins or even during your program. Please be on the lookout for updates on our safety protocols as they occur.

Safety Protocols and Guidelines: We utilize safety guidelines from the Alameda County Public Health Department, California Department of Public Health and the CDC for day camps, recreation programs and non-school settings. By showing up for your activity, you are confirming that your child is not experiencing COVID-19 or flu like symptoms, has tested for or been exposed to COVID-19. Participants will be monitored and set up within spaces/activities to stay socially distant and most program materials will not be shared. There will be a bathroom designated for each group and participants will be sent one at a time (unless the age of participants requires a bathroom buddy). Materials and frequently touched surfaces will be disinfected at the start of program and a deep cleaning will take place by custodial staff each night. Programs that are full day will have frequently touched surfaces and materials disinfected twice a day. There is a designated isolation room and protocol in place for participants and staff who become ill during program. If a child becomes ill or calls out sick during program your child must be asymptomatic for 24 hours after their last symptom subsides to return. A negative COVID-19 test maybe required for students who are out sick for multiple days prior to return. Participants who are directed to quarantine by a medical physician must not attend program. Staff are trained in all aspects of these guidelines and self-certify they do not have flu like symptoms every day at the start of their shift. If you'd like more information on our safety guidelines, please call 510-596-4395.

Intersession Camp Design: Camps are broken into weekly sessions. There will be groups made up of no more than 20 campers. Each group will have a designated indoor space that no other group will use. These spaces have been reconfigured to allow for social distancing wherever possible.

Sports Programs Design: Sports programs will be held outside or in large spaces. Masks are optional for players, spectators and staff. Materials will be disinfected, and handwashing must occur before and after playing. Teamwork and skill building are the main focus of these programs. Youth and spectators are expected to be respectful, and supportive of all players, referees, and coaches.

Clubs and Workshop Design: Clubs and theme-based workshops are small group based and are usually held in a single classroom. Masks are optional for students and staff. Materials will be disinfected, and handwashing will happen at the start of each program. Cooking classes must follow all safety protocols around cleanliness and sanitation.

Leaders in Training (L.I.T.) Program Design: The Leaders in Training program is designed for 9th-12th graders to get their required volunteer hours, while gaining valuable professional development in the

workforce. During the summer, L.I.T.'s are required to work 15 hours while during the school year they are required to work at least 9 hours a week.

Program Schedules: Schedules will be provided at time of registration via email.

Daily Attendance/Schedule: Each program has some form of attendance requirements. Please ensure that you know and understand your programs requirements. There is no minimum attendance requirement for camps however, daily attendance will be taken for sports programs, clubs, and workshops. Participants who do not come regularly may not be able to finish the program or play in games. Fees are not determined or adjusted for missed days.

FAQ's

Program Days: Please refer to your program's web page, newsletter, or receipt for program days.

How to sign in: Students enrolled in the after-school program must report to their designated sign in space before reporting to other programming. Once they do, they can report to their sports program, club, or workshop meeting space. Non after school participants can report directly to their activity's meetings space. This maybe with their coach or teacher in their classroom, on the field, or in the gym as expected. Specific spaces will be disclosed to you upon registration. All participants are required to sign in within 10 minutes of the programs start time.

For intersession camps, participants will drop off at the 53rd street gate.

L.I.T.'s can sign themselves in at their designated start time. They will go the lobby after-school or sign in on 53rd street during camps. L.I.T.'s are required to sign in within 10 minutes of their start time.

How to pick up: Sports programs, clubs and workshops will have pick up time at the conclusion of their program. Designated pick up spaces will be disclosed at time of registration. The staff will only release participants to those who are on the approved pick-up list. Signature at time of release is required. Please also ensure that you and any pick-up person has identification.

For intersession camps: Pick up will take place between 4:00pm-5:30pm on 53rd street. Please note that camp ends promptly at 5:30pm and not 6:00pm. 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. Only staff and campers are permitted on campus. Our lobby is open from 9am-6pm if you need additional assistance. You can also call the lobby 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 participant to someone not on the approved pick-up list or to someone who cannot provide a government issued ID

We **enforce a late pick up policy for all programs**. 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.

Participants not picked up 30 minutes after the end of their program and no contact is made with a parent/guardian/approved pick up person, will be released to police or Child 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. Multiple sad face thought you should know due to negative behavior may lead to a temporary or permanent dismissal and/or a behavior plan. There are no refunds for participants who are dismissed, sent home, put on a modified schedule, or suspended due to behavior.

Note: You will get Ouch Reports, and Thought You Should Know's within 24 hours. If a parent or guardian does not pick up their child, we will scan and email them to you. 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.

Concussion/Concussion Symptoms: If a child sustains an injury from the neck up, staff will ask the participant a series of questions to gauge concussion symptoms. If they are showing symptoms, we will call 911 emergency services to conduct a more in-depth health screening. If they determine the participant needs medical care, they will take them to Children's hospital, or the hospital identified on your online application. We will contact you when medical personal is called or sooner. If you can get to the ECCL prior to transport your child will be released to you, but it is up to emergency personnel. All participants must receive medical clearance or modified activity paperwork in order to return to program.

Staff Names are traditional camp names like, "Hoopz," "Espresso" or, "Ace". We do this to encourage students to be playful, get to know staff, 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 program.

The City is not responsible for lost or stolen items.

Field trips may take place during program. An additional field trip form will be required for trips that are not already pre-planned at the time of registration.

Lobby hours during program: 9am-6pm. 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 program notice for any specific changes prior to each session.

Fees/Payment: There are no refunds, transfers, or prorated pricing for days not attended. If you are choosing to sign up for programs in advance, full payment, all paperwork, and any orientations are all due at the time of registration. Sliding scale and vendor options are available for some programs, contact us for more information 510-596-4395. Your child is not fully enrolled in our program unless all components of the registration process are completed. Please refer to the payment deadlines, on the website, or on your program receipt.

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

Natural Disaster/State of Emergency: In the event of a natural disaster or other area-wide disaster the Emeryville Community Services Department programs will follow the outlined steps: Program instructions and updates will be recorded on the main telephone number message center. 510-596-4395. If building/structure is designated safe by the Emeryville Police Department/Alameda County Fire Department, the programs will remain on site with Emeryville Community Services Department staff until the child is picked up or specific instructions received. In the event of structural instability, the programs will go to ECCL gymnasium, Emeryville's designated American Red Cross emergency shelter. The ECCL gymnasium is located at 1170 Steve Dain Dr. (formerly known as 47th Street). Note: All buildings have smoke alarms and fire extinguishers, and all staff are certified in American Red Cross First Aid and CPR.

Family Policies:

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

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. If your child is feeling ill, we may require an immediate pick up and/or a doctor's note in order to return. If your child has severe allergies, please let us know now, on the online application so we don't confuse them with being sick.

Illness: If your child becomes ill at program, we will call for an immediate pick up (within 1 hour). Any participant 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 program: 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 to be used during program, even for teens, unless directed to by a staff for an activity. Please make sure that you're calling the front office if you'd like us to relay a message to your participant. 510-596-4395.

Developmental Differences: 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. We will assess your child's ability to be successful within the structure of our program. We will make reasonable accommodations for family aids (must be cleared through an organization) and/or modified schedules.

All participants should be able to understand our safety precaution, program rules and behavior expectations prior to enrollment.

Interpersonal relationships: Staff cannot drive or interact with students or families on personal devices, social media or outside of program hours. All personal relationships with staff must be disclosed

prior to a student's enrollment in the program. If you would like a staff to provide one on one tutoring or babysitting to a student (enrolled or not), the City and district must provide written approval. This expectation is outlined within our staff's code of conduct that they read and sign upon hire. Staff found in violation of this code of conduct will be terminated. Harassment/sexual harassment between staff and community members will not be tolerated. Please contact a supervisor immediately to discuss any concerns.

Adult Code of Conduct: ECCL is a closed campus outside of pick up and drop off times. If there are additional areas of campus being used by summer school or rentals, we will not use those areas. No adults other than designated staff will be allowed on campus and all doors will be locked during program hours. If you need to, please enter the A1 gate on San Pablo and enter the ECCL lobby. Please call ahead of time and make an appointment if you need to. 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 and follow all health guidelines.

- All adults on campus must follow all safety procedures and policies.
- Requests for exceptions or program improvements must be directed to a supervisor and not group leaders. They do not have the authority to make exceptions or make programmatic changes.
- 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, raising your voice or 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 supervisor.
- The authorities will be called if parents arrive to campus under the influence of drugs, or alcohol (including marijuana when driving a vehicle). They will also be called if a parent does not follow our sign out procedure or verbally/physically assaults another person or child. Note: Smoking and drinking on school campus is prohibited.
- Adults who are wearing inappropriate clothing will be asked to cover it up or to wait outside for their participant. Depending on 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 programing.
- Sexual harassment will not be tolerated.
- The family of any students who misuses materials, damage or vandalize City property will be responsible for replacing the items and a fee will be attached to the account.

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.

Suicide Prevention Policy/Process: According to the Center for Disease Control, suicide is the 3rd leading cause of death for youth between ages 10 to 24. The tragic finality of suicide, particularly for young people, makes prevention and intervention efforts essential. If a child makes a comment that they will harm themselves or they express negative feelings toward themselves such as hate or disgust, we will follow a process that explores their intent to harm themselves. This may include seeking professional support or recommending on-going psychological/emotional support. We will relay what occurs to parents/guardians.

Children's Rights: Each child receiving services from the Emeryville Community Services Department shall have rights which include, but are not limited to, the following under the law. The right: 1. To be accorded dignity in his/her personal relationship with staff and other persons. 2. To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs. 3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning. 4. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. 5. Not to be locked up in any room. 6. Not to be placed in restraining devices without advance approval by the licensing agency and the parent. Section 80072, and 101223, Title 22 California Administrative Code

Behavior Standards for Participants

Our goal is to provide a safe, positive environment where your participant 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 program. Please let us know if you have any questions on the following program rules.

General Rules for food and water:

- For intersession camps: breakfast, lunch and a snack are provided by the City. Snack is not provided for after school sports, workshops or clubs unless they are serving EUSD students right after-school. Please identify any food allergies on your application. Food preferences may not be enforced during our program, but will be encouraged.
- Outside food is permitted and we ask that it is healthy and nut-free and eaten only during designated times.
- Each student MUST bring their own labeled reusable water bottle. Drinking fountains will not be readily available.
- Food delivery is not permitted. Parents/guardians may drop off food during designated times.
- Students are never to share food so that we can avoid any allergic reactions and minimize the risk of exposure to Covid.
- There are vegetarian options for meals but not vegan options.
- Gum and candy are not allowed at program.
- Please ask a supervisor before you bring any celebratory sweets for participants.

Program Rules for Participants:

- Do not leave campus and return during programming (L.I.T.'s may go off campus prior to sign in with parent/guardian permission).
- 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, experiences, and try your best to 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, teasing/antagonizing, physical aggression, and bullying will not be tolerated. Students that exhibit such behavior may be excused from camp.
- 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 in program
- **There is a no-tolerance policy for stealing, vandalism, physical violence, or slurs related to race or sexual orientation. If your child exhibits such behavior, they will be suspended for 5 days. If your child is not enrolled in future camps, they will be excused for the remainder of their current session. If your child is enrolled in future sessions and a similar incident happens of any combination of the mentioned violations, they will be excused for the remainder of our summer session. The City defines Self-defense as breaking free from a continued assault taking place by physical means. For example, your child may push someone off of them if they are being hit repeatedly. Self-defense is not retaliation or revenge. If your child is hit once and that child walks away, your child is expected to find an adult to help resolve the conflict. If they seek them out to hit them back, they will receive the same consequence.**
- Students that are not able to meet our safety or behavior expectations will not be able to come on field trips.

Other items to bring/wear to camps/programs:

- Feel free to bring books with your child.
- 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 on the child's designated seat. Sharing of bags will not be permitted.
- A change of clothes for sports, garden, or art programs.
- 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.
- Swim items on swim days
- Sunscreen (note: staff are limited in applying sunscreen to participants)

Final Reminder:

- All safety guidelines are for the protection of you and your participants. Our goal is to provide a safe and fun program for all.
- Please let us know if it is not already indicated on your participants 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 participants 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 participants dismissal from program. Please review all behavior expectations with your child prior to the first day of program.

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.

Contacts:

Front Desk and General Questions: Christina Lee, Office Assistant II

- 510-596-4395
- Christina.lee@emeryville.org

Enrollment, Payments and participant information: Virginia Orman, Recreation Assistant

- 510-596-4317
- Virginia.orman@emeryville.org

Thank you for choosing us and I'll see you in program!

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."



The “Rec” General 2021 Family Handbook Signature Page

I understand that I have access to this family handbook online at the City of Emeryville website and it is my responsibility to read and follow all the points outlined within it. If I have questions, I understand that I need to ask for clarification before enrolling fully into this program. I further understand that all policies, program components, and procedures are subject to change.

Please initial next to each statement to ensure you read and understand the policies regarding each expectation.

- I understand that my continued enrollment in program is based on my participants positive behavior and continued attendance.
- I understand the goals of this program and all program components.
- I understand that all food/drink must be nut free and healthy for students. Any specialized treats for the whole group need to be cleared by a Rec supervisor.
- I understand and will comply with this program’s sign-in, sign-out, late arrival and late pick up policy. If my child has permission to walk home, they also understand these policies.
- My child understands and will comply with this program’s toys, cell phones and electronics policy.
- I understand all the fee policies including all refunds and proration limitations. I further understand that if I do not pay by the payment deadline my child will be dropped from program and re-enrollment is not guaranteed.
- I understand the medical and concussion policies.
- I understand the behavior policy expectations for participants. I will review these policies with my child before the first day of program.
- I understand that I must disclose all behavior, cognitive or physical disabilities and needs on my camper’s application.
- I understand the no tolerance policy for stealing, vandalism, physical violence, and slurs regarding race or sexual orientation.
- I understand the adult code of conduct and if I violate it that it may result in a formal request to restrict my access to campus or to program.
- I understand this programs' Covid safety procedures.

Date: _____

Parent printed first and last name: _____

Parent/Guardian Signature: _____