



THE CITY OF EMERYVILLE PRESENTS THE
The “REC” 2023
Summer Camp

FAMILY
HANDBOOK

Emeryville Center of Community Life
4727 San Pablo Ave
Emeryville, CA 94608
Phone: (510) 596-4395 / Fax: (510) 596-4339

The “Rec” 2023 Summer Camp Family Handbook

Dear Camper Parents & Guardians,

Thank you for trusting us with your child! We are very excited to have your family 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 each session with specific information. Here are the basics, let's get started!

Daily Schedule: Campers will engage in daily arts and crafts, outside physical activities, theater and storytelling, math and literacy games, STEAM, dance and movement, gardening, weekly themes, dress up days, swimming, cooking, off-campus/on campus field trips, and more!

Camp Theme and Dress Up Days: Each week of camp will have a specific theme and all the activities will be connected to it. The Thursday of each week will be a dress up day of that theme! Each Friday we will have either an on-site or off-site theme based field trip.

Daily Attendance/Schedule: There is no minimum daily attendance requirement and there are no prorations for missed days due to sickness, vacation, personal days, or disciplinary action given by program staff. Breakfast begins at 9:00am and ends at 9:30am. Drop off is between 7:30am-9:30am only. A rotation of camp activities will take place between 9:30am-4:00pm. We do not allow drop off/pick up during this time so that all students can participate in the highly anticipated activities. Free time/choice activities and outside play will dominate the time between 4:00pm-5:30pm. Note that there will be no camp on July 4th in observance of Independence Day. Weekly sessions run between June 20th-August 5th.

Weekly Information

WEEK	DATES	THEME	FRIDAY FIELD TRIP	COST	REGISTRATION DEADLINE
1	6/20 - 6/23*	Animal Adventures	San Francisco Zoo	\$127R/ \$136NR	6/2
2	6/26-6/30	Hometown Heroes	Bay Street Adventures	\$159R/ \$165NR	6/9
3	7/3 - 7/7*	America the Beautiful	Great America	\$127R/ \$136NR	6/16
4	7/10 - 7/14	Outside Lands	Day at Marina Park	\$159R/ \$165NR	6/23
5	7/17 - 7/21	Science! Ready, Set, Go!	Cal Academy	\$159R/ \$165NR	6/30
6	7/24 - 7/28	Flash Back Week!	SS Red Oak Victory Ship & Rosie the Riveter Museum	\$159R/ \$165NR	7/7
7	7/31 - 8/4	Ahoy Matey!	Marine Explorers	\$159R/ \$165NR	7/14

Location: ECCL 30 Min/Max 120. No Camp 6/19/23 & 7/4/23. All trips, schedules, health orders, fees are subject to change. No transfers or refunds after payment deadline, transfers and refunds are subject to \$10 admin fee. Please review the programs COVID-19 liability waiver and family handbook for all safety guidelines.

Sample Summer Camp Daily Schedule

Monday -Thursday Program Schedule

Time (minutes)	Overview
7:30am-8:30am (60)	Sign in/Morning Activities in Classrooms
8:30am-9:00am (30)	Outside Play
9:00am-9:30am (30)	Breakfast
9:30am- 9:45am (15)	Camp Wide Opening Circle
9:45am - 10:00am (15)	Groups Opening Circle and Camp Cheers
10:00am-11:00am (50 min + 10min Transition)	Activity 1
11:00am-12:00pm (50 min + 10min Transition)	Activity 2
12:00pm-12:45pm (45)	Lunch/Outside Play Rotations
12:45pm-1:00pm(15)	Afternoon Community Circle
1:00pm-1:20pm (35)	Transition to Swim, Park, Library, or Activity 3
1:20pm-3:20pm (2hr.)	(Swim, Park, Library, Activity 3)
3:20pm-3:40pm (20)	Return from park, swim, Library Activity 3 and Snack
3:40-4:00pm (20)	Clean Up/Closing Circle
4:00pm-4:30pm (30)	Activity 4 (pick up begins)
4:30pm-5:10pm (40)	Free Choice Stations
5:10-5:30pm (20)	Clean Up/Pick Up

How to sign in: Expanded Day Campers can arrive as early as 7:30am through the San Pablo Ave. **B1** gate. Walk across the courtyard to the cafeteria to sign in your camper each morning. All campers need to arrive by 9:30am (breakfast is between 9:00am-9:30am). Is your camper a walker? Please indicate this on your online application. Are you running late one day? Give us a call at 510-596-4395.

How to pick up: Pick up will take place between 4:00pm-5:00pm through the ECCL Lobby. 5:10pm-5:30pm pick up will be at the A1 gate on San Pablo. There will not be any campers released before 4:00pm. Our lobby is open from 9am-6pm if you need additional assistance. You can also call the lobby front desk at 510-596-4395 or Virginia Orman at 510-596-4317.

- Walkers or students able to leave with someone under 18 need to be identified on the online application.
- Pick up only happens within the designated pick-up areas. Do not enter classrooms or buildings.
- 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 who cannot provide a government issued ID to identify their identity.
- 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.
- 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 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 of a concerning nature. Multiple sad face thought you should knows due to negative behavior may lead to temporary or permanent dismissal and/or a behavior plan. There are no refunds for campers who are dismissed, sent home, put on a modified schedule, or suspended due to behavior.

Concussion/Concussion Symptoms: If a child sustains an injury from the neck up, staff will ask the camper a series of questions to determine if the camper has sustained a concussion. If they are showing symptoms, we will call 911 emergency services to conduct a more in-depth health screening. If they determine the camper needs medical care, they will take them to Children's hospital, or the hospital identified on your application. We will contact you when EMT response is needed, 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 campers must receive medical clearance or modified activity paperwork in order to return to camp.

Notes: You will get ouch reports and Thought Your Should Know forms within 24 hours. 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 when required will result in termination of services.

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: 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: The lobby is open from 9:00am-6:00pm, M-F. 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 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 sessions in advance full payment, all paperwork and camp orientations are all due at the time of registration. Sliding scale and vendor options are available, 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. If you only paid a deposit, please refer to the payment deadlines on the website, or on your program receipt. Questions regarding fees and payments should be directed at the front office staff. Rec. Leaders cannot take payments and are not involved in fee collection. If you wish to disenroll from camp, please ask for a termination of services form. Cash/check refunds take up to 3 weeks to process. Credit card transactions can take up to 7 business days.

General Camp Rules

Food/water:

- Food is provided by the thru the Oakland Summer Feed Program for weeks 1-5. Weeks 6-7 food is provided by the City. All snacks are provided by the City.
- Please identify any food allergies on your application. Food preferences (vegetarian, vegan, no sugar, etc.) cannot be enforced but encouraged.
- Outside food is permitted and we ask that it is healthy and require that it is nut-free.
- Each student **MUST** bring their own labeled reusable water bottle.
- Food delivery is not permitted. Parents/guardians may drop off food for their child during designated mealtimes (lunch is 12:00pm-12:45pm)
- 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.

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. If program rules are broken, your camper may lose their spot in program.

Camp Rules for Participants:

- 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.
- Toys and electronics need to be kept at home. Cell phones need to be off and away, even for teens. 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, sweets, soda, or sports drinks allowed at camp
- Foul language, teasing/antagonizing, physical aggression, and bullying will not be tolerated. Students that exhibit such behavior may be excused from camp.
- **There is a no-tolerance policy for stealing, vandalism, physical violence, inappropriate physical contact towards others, 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 Rec 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.**

Additional Family Policies:

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 inhalers, EpiPens, medicated lotions, etc.

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 application so we don't confuse them with being sick.

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're calling the front office if you'd like us to relay a message to your camper. 510-596-4395

Parallel Program: If your child participates in another program on campus, a staff will walk them to and from the additional activity depending on the age. Please call our office to tell us what other activities your child is enrolled in such as summer school, sports, swim lessons, etc.

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 must approve in writing. They will not be representing the City during their work with you. 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 programming.
- 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 and, emotional abuse toward students in our presence will be reported to Child and Family Services along with any suspicion of child abuse.

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

Camp shirts: Camp shirts will be given out once to each camper. Campers MUST wear them on field trip days, even on on-site field trip days. If your child arrives on a field trip day without their shirt, they will be given one, and your account will be charge \$15. Payment is due at pick up time.

Items to bring/wear to camp:

- Feel free to bring books with your child. Make sure to label them!
- A labeled 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.
- Socks and sneakers (no sandals, slides, open toed shoes or flip flops).
- Sweatshirt and/or jacket (it can be chilly in the morning). Label them!
- All loose items should be labeled with your child's first and last name on it.
- Additional pants for younger students just in case "accidents" occur. Note: Excessive wetting may mean that your child is not ready for program. Staff cannot assist your child in the bathroom with clean up. We will call for pick up. Wipes and additional clothes can be kept here in our office for emergencies.
- Swim items on swim days (goggles, towel, flip flops, etc.)
- Sunscreen (note: staff are limited in applying sunscreen to campers)

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.

Final Reminder:

- Please let us know if it is not already indicated on your camper's 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 camper's dismissal from camp. Please review all behavior expectations with your child prior to the first day of camp.
- Contact information including email should be kept up to date for all parents/guardians and pick up persons. Please also opt-in to all email correspondence in your Civic Rec. Account.

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.

To Register for the Program:

Step 1: Read the this handbook and let us know if you have any questions. Give us a call at 510-596-4395

Step 2: Go to your Civic Rec Account to complete the online registration process. Don't have an account? Register now: <https://secure.rec1.com/CA/emeryville-ca/catalog>

Camp located under the Youth 5-12 Tab at the top of the catalog page.

- *Select the weekly sessions you'd like to sign up for*
- *Choose the participants you wish to enroll and put that camp in your cart*
- *Follow and completely fill out the prompts (New online application)*
- *To complete your payment, click **pay in full or click the "add-on payment plan" to pay the \$20 deposit**. The remainder of the balance will be due by the deadline listed in the grid on page 2. Note that there will be a non-resident fee of \$5 attached to deposits for non-residents.*

Your deposit will go toward your session payment and are non-refundable. To secure the spot you've held with a deposit, the remaining balance must be paid in full by the

deadlines below or your camper will be dropped from our roster. If you wish to enroll after a drop, you will be put on the bottom of the waitlist. All deposits are non-refundable and non-transferable. Full-payments are non-transferable, and non-refundable after the payment deadline, and subject to a \$10 administration fee prior to the deadline.

Camp Contacts:

Front Desk and General Questions:

Bryan Andrews

510-596-4395

bandrews@emeryville.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

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"We provide high quality support and services."



The "Rec" Camp 2023 Family Handbook Signature Page

I understand that I have access to the family handbook located on the City Day Camps page 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 further understand that all policies, program components and procedures are subject to change.

I understand the following points:

- 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 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 full payment made and there all on-line prompts are filled out for my camper on file, by the deadline identified. I know that I will not receive services unless I first pay for them.
- 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.
- I understand the no tolerance policy for stealing, vandalism, physical violence, inappropriate contact with others, and slurs regarding race or sexual orientation.

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: _____