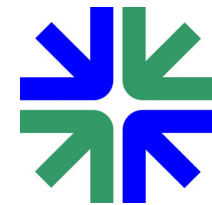




CITY OF EMERYVILLE 2019 SUMMER CAMP FAMILY HANDBOOK



Welcome!

Thank you for joining the City of Emeryville's Community Services Department Summer Camp. This year we are offering 3 types of summer day camps which run Monday through Friday. (No Camp on 7/4/19).

(1) **Emeryville Summer Camp** is for children (TK/Kinders - 5th Grade)

Basic Day 9 AM - 4 PM **Extended Day** 7:30 AM—6 PM
AM Care 7:30 AM - 9 AM **PM Care** 4 PM - 6 PM

(2) **Middle School Camp** is for children (6th—8th Grades)

Basic Day runs from 9 AM-4:00PM and **Full Day** runs from 7:30 AM-6PM.

(3) **Tiny Tot Summer Camp** is available for children 2-5-4.5 years old. You have the option to enroll your children on **M/W/F from 9-11:30 AM.**

We strive to provide activities that promote intellectual, social and emotional growth. Our goal is to help children develop independently and creatively at their own pace. Daily developmental activities are designed to provide age-appropriate experiences.

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.

Important Phone Numbers:

Christen Gray - Recreation Supervisor 510-596-4396
Kimberly Richardson- Interim Recreation Assistant 510-596-4317
Tamika Wright- Recreation Assistant 510-596-4395
Emeryville Recreation Center Fax 510-596-4339

Tax ID Numbers:

State: **749-0224-8**
Federal: **94-6000326**



Please read this handbook carefully and ask any questions before initialing below. Your registration for camp will not be completed unless you fill out the following paperwork: This handbook signature page, the camp application, the concussion forms, the liability waiver and any sliding scale paperwork when applicable.

Thank you for signing up for the City of Emeryville Summer Camp. It will be a great summer!

Family Handbook Signature Page-Tear Off and Add to Application Packet

_____ My participant and I understand and will comply with the meal and outside food policy.

_____ My participant and I understand and will comply with this program's sign in and out policy.

_____ My participant and I understand and will comply with this program's toys, cell phones and electronics policy.

_____ My participant and I understand that if I need to get ahold of my child or vice versa we must use the front desk line.

_____ I understand the Medical and Misc. Policies and I have disclosed any allergies, medical needs (including emotional and mental stressors) to program staff prior to completing my registration.

_____ My participant and I understand the behavior expectations and intervention process for students.

_____ I understand the adult code of conduct and further understand that if I violate it that it may result in a formal request to restrict my access to campus.

_____ I understand the payment, late pick up, pay later, sliding scale, waitlist, and refund policies outlined in this handbook

_____ My participant and I understand that t-shirts must be worn on field trip days and that all trips and trip dates are subject to change.

Student Name: _____ Grade Entering in 2019 Fall School Year: _____

Parent/Guardian Print First/Last Name: _____

Parent/Guardian Signature: _____ Date: _____

Specialty Camps/Programs offered during summer session:

IN THE MIX Dance Class

(Ages 5-7) -	June 26-August 7	Wed	4:30-5:30P	\$60R/\$65NR
(Ages 8-11) -	June 26-August 7	Wed	6:00-7:30P	\$60R/\$65NR
(Ages 12-15) -	June 27-August 8	Th	4:30-6:00P	\$60R/\$65NR
(Ages 16+) -	June 28-August 9	Fri	5:30-7:00P	\$60R/\$65NR

Registration Deadline: June 19th; No Drop-ins

INCREDIFLEX CAMPS (www.incrediflix.com)

Animation Flix: (Ages 7-13) July22-26 / M-F / 9am-12pm / \$179R/\$184NR + \$30 material fee

Minecraft Flix: (Ages 7-13) July22-26 / M-F / 1- 4pm/ \$179R/\$184NR+ \$30 material fee

Combo Flix (Animation & Minecraft):

(Ages 7-13) July 22-26 / M-F / 9-4pm / \$222R/\$227NR +60 materials fee

TEEBALL

(Ages 5-6) -	July 23-August 15	Tu/Th	3-4pm	\$65R/\$70NR
(Ages 7-8) -	July 23-August 15	Tu/Th	4-5pm	\$65R/\$70NR
(Ages 9-10) -	July 23-August 15	Tu/Th	5-6pm	\$65R/\$70NR

Registration Deadline: July 17th

PLAYWELL: Engineering with LEGO (www.play-well.org)

Minecraft Engineering (Ages 5-8) Aug. 5-9/M-F/ 9am-12pm \$180R/\$185NR

Minecraft Master Engineering (Ages 8-13) Aug. 5-9/M-F/ 1-4pm \$180R/\$185NR

Registration Deadline: July 31st

Youth, FLAG FOOTBALL

(Ages 5-6) -	June 25-July 18	Tu/Th	3:30-4:30pm	\$65R/\$70NR
(Ages 7-8) -	June 25-July 18	Tu/Th	4:30-5:30pm	\$65R/\$70NR

Registration Deadline: June 12; No class: July 4th

We look forward to creating another memorable summer with you and your child(ren)! We are always here to assist you, if you ever have any questions, comments, appreciations or concerns, please feel free to contact us!

Policies and Procedures

Sign-In & Sign-Out Sheets

A parent/guardian or an approved person 18+ must sign in and out any participant under 12 in the front lobby of Building B. Participants 12+ may be given parent permission to sign themselves in or out via the application. Anyone who is not recognized by staff will be asked to show a valid form of ID, please communicate this to any one picking up your participant(s).

Unless you notify the main office, persons not authorized by you on the emergency contact waiver will not be allowed to take your child from the program. This person will automatically be added to the approved pick up list. Note: Current court documents must be provided in order to remove a parent/guardian listed on the application. We encourage all parents/guardians to be listed at least in the approved pick up section of the application. Children must be 12 years old and have written permission on file to sign themselves in/out and walk home.

Clothing

For our younger campers, we advise that you keep at least one extra set of clothing in your child's assigned location. This will ensure that your child will have extra clothes for field trips and play activities as some of them may involve paint, water, etc. In order to keep track of your child's clothing, please mark all clothing with permanent ink or name tags.

We encourage children to care for their own clothing. We cannot take responsibility for lost, damaged, or misplaced items. The lost and found bins are located at the front office and at the end of every month, all lost and found items will be put on display in the lobby to be claimed before being donated.

In order to ensure safe play, please make sure that your child has on athletic shoes and a wearing comfortable clothing.

Important: All campers must wear their camp shirts every field trip day to be permitted on the bus!

(\$15 charge for replacement t-shirt.)

Medication Policy

If your child must take medication during the program, a medical release waiver must be filled out. Make sure to provide your child's medication in the original prescription bottle. A daily log of your child's medication will be kept on file and all medication will be safely stored in a lock cabinet in the office. Child must be able to administer their own medication.

Illness Policy

In the event your child becomes ill during the program, they will be sent to the Rec front office and the parent will be notified. Please pick your child up in a reasonable amount of time (up to one hour) after you receive the call. Also, notify the department at once if your child has or is suspected of having a communicable disease. Children **MAY NOT** attend the program if they have any of the following:

- | | |
|-------------------|-----------------------|
| ◇ Fever | ◇ Conjunctivitis |
| ◇ Diarrhea | ◇ Rash |
| ◇ Vomiting | ◇ Impetigo |
| ◇ Pink Eye | ◇ Lice |
| ◇ Roseola | ◇ Hand, Foot, & Mouth |
| ◇ Flu/Stomach flu | ◇ Tuberculosis |

Consult your family physician if you are not sure if your child has a contagious health condition. Children with or suspected to have a communicable disease will not be permitted back into the program until the parent submits a physician's note to appropriate staff.

"Ouch," Reports

Ouch Reports: These reports are issued to keep you informed of small accidents that would not require extensive first aid. If you would like to be called in the moment when an ouch report is made, please let us know at the time of registration.

Incidents & Accidents

If your child is involved in an accident, appropriate first aid will be administered immediately. All of our staff are trained in CPR and First Aid. If it is determined that a physician's care is needed, the parent will be notified immediately and emergency care instructions will be followed. If the parents or emergency contacts are unavailable, the child will be taken to the nearest hospital. Please make sure that we always have your most current phone numbers and emergency contacts on file. Following the accident, a report will be filled out. If you would like a copy of this report, you must contact the City Attorney's office.

Kinder Buddies Summer Camp (Ages 2.5-5)

Days: Mon / Wed / Fri

Times: 9:00AM—11:30AM



This program provides an enriching, hands-on environment for your preschool age child. It will be up to instructors to determine the readiness of a child to participate in the program. Children must be potty trained.

Dates :

Wk. 1: 6/17-21

Wk. 2: 6/24-6/28

Wk. 3: 7/1-7/5**

Wk. 4: 7/8-7/12

Wk. 5: 7/15-7/19

Wk. 6: 7/22-7/26

Wk. 7: 7/29-8/2

Wk. 8: 8/4-8/9

Wk. 9: 8/12-8/16

Theme:

All About Me

Buses, Trains, Cars & Planes

Tiny Chefs (**No camp 7/4)

Underwater Adventures

Science of Summer

We Are Family

My 5 Senses

Tiny Zoo Keepers

Sports All-Stars

Tiny-Tots Dancers

For the Tot that likes to move & groove to music! They'll learn about instruments and world rhythms. Toddlers learn simple routines and will end the session with a special performance

Dates:

6/18-7/18

Days:

T/TH

Times:

9:00 am—10:30am

Tiny-Tots Athletes

Tiny Tots will learn about team play, following rules to achieve a goal and sportsmanship. Each child must be accompanied by one person (16+ years) to help guide their participant through the activities. The session will conclude with a family game day.

Dates:

7/23-8/15

Days:

T/TH

Times:

9:00 am—10:30am

Tiny "REC"

Toddlers will engage in structured play, art project, team building activities, dramatic play, cooking activities and much more. This class is a perfect complement to Tiny Dancers and/or Tiny Athletes that happen right before Tiny Rec begins.

Dates:

6/18-8/13

Days:

T/TH

Times:

10:30am—11:30am

Kindergarten to 6th Grade Summer Camp (Ages 5-11)

<u>Days:</u>	<u>Times:</u>
M-F (Basic Day)	9 am -4:00 pm
M-F (Extended Day)	7:30 am - 6:00pm
M-F AM Care	7:30am - 9:00am
M-F PM Care	4:00pm - 6:00pm

<u>Dates</u>	<u>Theme</u>	<u>Field Trip</u>
Wk 1: June 17-21	Underwater Adventures	Fremont Water Park
Wk 2: June 24-28	Globe Trotters	Food Trek @ The Rec
Wk 3: July 1-5*	Zoo Keepers	Oakland Zoo
Wk 4: July 8-12	Sports All-Star	A's Game
Wk 5: July 15-19	Time Travelers	Rock N' Jump
Wk 6: July 22-26	Hollywood V.I.C's	Toy Story 4 Movie Trip
Wk 7: July 29-Aug 2	Little Astronauts	San Jose Tech Museum
Wk 8: Aug 5-9	Little Artists	Silliman Water Park
Wk 9: Aug 12-16	Tropical Explorers	CAL Academy of Sciences

**No camp on Wednesday, July 4th; Prorated fees for Week 3.*

Middle School Summer Camp (Ages 12-14)

<u>Days:</u>	<u>Times:</u>
M-F (Basic Day)	9 am -4:00 pm
M-F (Extended Day)	7:30 am - 6:00pm
M-F AM Care	7:30am - 9:00am
M-F PM Care	4:00pm - 6:00pm

<u>Dates</u>	<u>Theme</u>	<u>Field Trip</u>
Wk 1: June 17-21	Oceanographers	Fremont Water Park
Wk 2: June 24-28	Mini-Chef's	Food Trek @ The Rec/ SF Art Institute
Wk 3: July 1-5*	Creators	Crucible Oakland
Wk 4: July 8-12	Athletics	A's Game
Wk 5: July 15-19	Time Jumper's	Amtrak to Old Sac
Wk 6: July 22-26	"Stay"-cationers	BART Ride to Tour SF
Wk 7: July 29-Aug 2	Young Detectives	Jelly Belly Factory
Wk 8: Aug 5-9	On the Water Pioneers	Silliman Water Park
Wk 9: Aug 12-16	Beat-Makers	Media Art Center

Weekly camp fees include a camp t-shirt (1 shirt per camp season), entrance fees and transportation for trips, and free nutritious lunches.

While healthy lunches & snacks are provided for all Campers. Those with active appetites may wish to bring additional snacks.

Allergies, Eating in Program, Lunch and Snack Time

All participants will get a breakfast, lunch and afternoon snack. These are designated times for students to eat during program and we ask that all participants use this time wisely. We encourage all outside food to be healthy (No: fast food, gum, candy, soda, or sports drinks) and not require warming or refrigeration. We also ask that food delivery be limited as there will not be staff to ensure the delivery gets to the right student. Feel free to send a snack with your child if they have a strong appetite, food allergies or special dietary needs. All allergies and/or specialty dietary needs **MUST** be reflected on the participants application. A weekly menu is available upon request

Adult Code of 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. Please keep the following in mind when you are on campus, in City buildings, speaking to a youth or speaking with staff:

- ◆ 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 on campus 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 recreation supervisor.
- ◆ 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. Pending the child's age a City staff will walk them out to you.
- ◆ Personal relationships with City staff may not compromise the quality or integrity of any City programming.
- ◆ Sexual harassment will not be tolerated
- ◆ Mandated Reporter: 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 could be made.

Late Fees

Please be mindful of your participants pick up time. Basic day participants end at 4pm and PM Care/Program/Extended Day Participants end their day at 6pm. You will be considered LATE after your pick up time and a late fee of \$1/minute for the first 15 minutes; \$2/minute after 15 minutes per child will apply. Late fees will be applied to your account and must be paid in full by the end of the week. Three late pick-ups may be considered for termination of services. If a participant is not picked up within 30 minutes of their pick up time, the Police Department and/or Child Protective Services may be contacted.

Pay Later Payments

If you are registering for multiple camps and are using the pay later option, all payments must be made by the Wednesday before each camp. If payment is not made you participant will be dropped from the roster and a participant from the waitlist will replace them. You will have another opportunity to sign them up on the Monday of each camp if there is room available in the group your participant is in.

Waitlist

Participants signing up for a camp that is full will be placed on a waitlist. Waitlisted families will be notified on the morning of each Thursday before camp so they can pay. Payment needs to be made by the end of the day Friday. Walk-ins are welcome on the Monday of each camp if there are spaces available in the group your participant is in.

Sliding Fee Scale

Availability and eligibility for sliding scale fee is based on each family's income and size. (You must be the biological parent or legal guardian of the child to apply.) Please discuss your needs with Tamika Wright, Program Assistant. Registration for the scholarship program is by appointment only. Please contact Tamika at the front desk by calling (510) 596-4395 or twright@emeryville.org to schedule your appointment. Sliding Scale open enrollment dates: April 20 —May 31, 2019. All applications received after that date may not be processed in time for the beginning of program. Scholarship decisions are final and paperwork deadlines are not flexible.

Refund Policy

Refunds will be issued in cases where a participant did not attend any day of the camp. A payment may be applied to another camp only if there is space.

Frequently Asked Questions:

Q: How often will my child go swimming?

A: Each group will go swimming at least once a week at the ECCL Community Pool.

Middle School Camp: Thursdays 2-4pm

Kinder-2nd grade: Tuesdays 2-4pm

3rd– 5th grade: Thursdays 2-4pm

Kinder Buddies (swim lessons): Wednesdays 11-11:30am

Q: When is payment due?

A: The Wednesday before each camp.

Q: *What does a typical day at Camp look like?*

A: Here's a typical day at Camp:

- 7:30-9:00am - Optional extended AM care
- 9:00-9:15am - Campers greeted by staff and checked in
- 9:15-10:00am - AM Snack, Camp Songs & Games
- 10:00-11:00am - First activity rotation
- 11:00-12:00pm - Second activity rotation
- 12:00-1:00pm - Lunch and outdoor play
- 1:00-2:00pm - Third activity rotation
- 2:00-3:00pm - Fourth activity rotation
- 3:00pm - 3:30pm– Outdoor play
- 3:30pm-4:00pm– PM Snack
- 4:00pm-6:00pm– Camper choice activity (Art, Sports, Games)
(Optional Extended PM care)

Misc. Information

Weekly schedules will be located at the front lobby of Building B. Please check for changes in schedules, special activities and additional programs. Please stop by the front lobby with any questions you may have.

If you need to get a message to your child, please call the main office at (510) 596-4395. If no one is available to pick up the line, please leave a message and we will relay it to your child as soon as possible.

If you would like to discuss a concern, share an appreciation or give any ideas to improve programming please talk directly to the Christen Gray, City Recreation Supervisor. Camp staff need to direct 100% of their attention towards the campers. Her office hours are T/Th 5pm-6pm.

Field Trips

Please be advised that when campers are scheduled to attend field trips, the following guidelines must be followed:

- ◇ All campers must wear their green camp shirts every field trip day to be permitted on the bus. (\$15 charge for replacement t-shirt)
- ◇ Campers must be on time. Buses will not be held for late campers.
- ◇ Campers cannot be dropped off at or picked up from any field trip. In order to ensure the safety of all campers and to allow counselors the opportunity to maintain accurate accounting of campers in groups, we will not allow parents or guardians to bring or pick up a camper off-site.

Birthdays

This year, in an effort to promote healthy lifestyles, we will be celebrating birthdays once a month.

Birthdays –Celebration: **Friday, June 28th**

July Birthday –Celebration: **Friday, July 26h**

August Birthdays –Celebration: **Friday, August 16th**

The Community Services Center will provide goodies for everyone to celebrate with, but families are welcome to bring other healthy treats as well. Please coordinate with the Recreation Center staff if you plan on participating.

WHAT TO BRING TO CAMP

Gym shoes (closed-toed)
Backpack
Water bottle (labeled/NO glass bottles)
Swimsuit & towel
Sunscreen
Bug repellent (optional)
Comfortable clothing
Hat

WHAT NOT TO BRING

Sandals, flip-flops (open-toed)
Money & valuables (unless specified; i.e. teen camp field trips)
Any electronic devices (i-pods, i-pads, DS, etc.)
Toys/sports equipment
Pets
Inappropriate clothing

Behavior Standards

Our goal is to provide a safe, positive environment where your child 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 understand and support these rules.

Summer Camp Rules for Participants:

- ◇ Cooperate with staff and follow instructions
- ◇ Respect other children, staff, equipment, and facilities
- ◇ Stay with assigned group and staff at all times. Ask for permission to get water or 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, use our office phone and likewise parents can call our office to speak to their participant.
- ◇ There is no fast food, junk food, candy, gum, soda or sports drinks aloud at camp
- ◇ If there is a conflict, try to use calm language or ask an adult to help solve it with you.
- ◇ Be open to new ideas and experiences
- ◇ Have fun!

The following intervention steps will be followed for general misbehavior:

- ◇ Two chances to improve behavior and loss of privilege
- ◇ Reflection talk with supervisor and a, “Thought You Should Know” form will be given to the parent upon pick up (see below for description).
- ◇ Parent/Guardian is called and student is sent home with a camp referral form
- ◇ Meeting with parent to discuss behavior and to develop a student behavior contract
- ◇ Camper sent home with possible suspension or dismissal from camp.

Thought you should know: This report will be used to let you know if your child has had a notable day or of any issues that need to be addressed.

In addition to breaking the summer camp rules above, the below behaviors can also be grounds for immediate intervention at any step, removal from camp and the denial of future registration for any City activities.

1. Any behavior that endangers the health and safety of others
2. Sexual misconduct, inappropriate touching of self or others
3. Possession of weapons, tobacco, alcohol or illegal drugs