



City of Emeryville

2026 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 2026 Summer Camp Family Handbook

Thank you for trusting us with your child! We are very excited to have your family in camp. This handbook will help you to make 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!

Mark your calendars! During the week of June 29th we are having our weekly dress up day and field trip on Thursday July 2nd. We will be closed on July 3rd in observance of Independence Day. Your weekly camp prices have already been adjusted to reflect this closure.

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 that theme. Theme dress up days are every Thursday and optional but encouraged! Prizes are at stake!

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 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. Pick-Up starts at 4:30pm. Weekly sessions run between June 22nd-August 7th.

Weekly Information

Dates	Theme	Field Trip	Cost	*Deadline
6/22-6/26	TK-5 TH : Pixar Play Lab 6 th -8 th : Animators Week	Bay Street Exploration and Movie: Pixar's "Toy Story 5" MS: Virtual Reality @ Bay Street	\$194R/ \$200NR	6/6
6/29-7/2	TK-5 TH : Many Worlds, One Camp 6 th -8 th : Culture Quest	Rec Food Crawl!	\$155R/ \$160NR	6/13
7/6-7/10	TK-5 TH : Wildlife Explorers Camp 6 th -8 th : Predator and Prey Camp	Oakland Zoo	\$194R/ \$200NR	6/20
7/13-7/17	TK-5 TH : Re-Charge: Strong Minds, Strong Hearts 6 th -8 th : Rooted and Rising	Don Castro Water Lagoon	\$194R/ \$200NR	6/27
7/20-7/24	TK-5 TH : Blocks Party 6 th -8 th : Influencers and Entrepreneurs	Build A Thon Challenge MS: Content Creation at Public Market	\$194R/ \$200NR	7/3
7/27-7/31	TK-5 TH : Underwater Wonders 6 th -8 th : Into the Deep Camp	Cal Academy of Sciences	\$194R/ \$200NR	7/11
8/3-8/7	TK-5 TH : Time Travelers 6 th -8 th : In My Time Travel Era	On-Site Carnival	\$194R/\$ 200NR	7/18

***Deadlines for credits, transfers and to finish the registration process. Deposits are non-refundable and go through to the overall total of your fees. Credit to account only within 14 days:**

<https://www.emeryville.org/Government/Departments/Community-Services>

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/Thursday Fashion Show
1:00pm-1:20pm (35)	Transition to Swim, Park, or begin Activity 3
1:20pm-3:20pm (2hr.)	(Swim, Park, Activity 3 and 4)
3:20pm-3:40pm (20)	Snack
3:40-4:00pm (20)	Clean Up/Closing Circle
4:00pm-5:00pm (60)	Free Choice Stations (2 Rounds)
5:00-5:30pm (30)	Clean Up/Recess

Please see the last page for a campus map as the next pages will have references to campus locations.

How to sign in: Campers can arrive as early as 7:30am through the San Pablo Ave. **B1** gate. Walk in the courtyard and sign in at the sign-in table with Rec. staff each morning. You cannot drop off your camper and leave them to sign in on their own. All campers need to arrive by 9:30am (breakfast is between 9:00am-9:30am) so we can start program consistently each day. **During weeks 6&7 drop off will switch to 53rd St.**

DO NOT DOUBLE PARK ON SAN PABLO. It is unsafe and violations may result in citations.

Is your camper a walker? Please indicate this on the online form. Are you running late one day? Give us a call at 510-596-4395 (office opens at 9:00am). Late arrivals will need to be dropped off in our lobby through the A1 gate. You will get one warning for a late drop off, upon the next one your child will not be able to attend camp that day. **This is especially important on field trip days.**

How to pick up: Pick up will take place between 4:00pm-5:30pm through the 53rd street gate. We ask that campers not be picked up before 4:00pm because it will disrupt activities already started. However, in an emergency, students can be picked up before 4:00pm in our lobby. Park on San Pablo and enter through the A1 gate. The Bld. B lobby will be on your left.

Our lobby is open from 9:00am-5:00pm, daily. If you need additional assistance, you can visit or call the lobby front desk at: 510-596-4395 during open hours. For pick up calls after 5:00pm, please follow the prompts or call the Recreation Coordinator at 510-596-4790/510-292-5028.

Points to remember:

- 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/times. Do not enter buildings or playground areas.
- Please make sure that all parents/guardians and possible pick-up persons (other siblings, friends of the family, nearby relatives, neighbors, etc.) are listed on the application and/or within the approved pickup list. Please call our office if you'd like to add more emergency pick-ups than the application allows 510-596-4395 or email Bryan Andrews (Vader) at bandrews@emeryville.org.
- **Everyone** must be 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.
- Campers not picked up 30 minutes after the end of the day and no contact is made with a parent/guardian/approved pick up person, will be released to the Emeryville Police Department, or Child and Family Services custody.

Swimming:

Each week your camper will go to the ECCL pool located right here on campus. Your camper's weekly swim day may change due to enrollment numbers. Please ensure that you review the weekly camp notice each week for changes. If your child is TK/1st grade (or even shy or new to the process) please practice

having your child dress/undress/dry off/put sunscreen on prior to your child's first swim day. Especially when getting out of wet clothes (no campers should stay in wet clothes for the remainder of the day). It is strongly encouraged to schedule a time to tour the pool facility ahead of time with your child, so they get acclimated (note: the locker rooms are separated by gender but there is a single stall family bathroom available for campers if needed). If you choose to tour the locker room, someone of the same gender as your child should accompany them into their chosen locker room. Please identify any accommodation you or your child may need so that all feel comfortable in our locker rooms/bathrooms. There are no alternative activities during swim time, we encourage all campers to swim, but if they can't or won't we will never force them to. If a camper forgets their swim gear, we may not be able to call home. Check that weekly message for swim days and create a swim bag for your child to be responsible for.

Swim day items: suit, towel, sandals/swim shoes, and sunscreen. Optional: goggles (if your child's eyes are sensitive to chlorine), or waterproof hat/visor. Please make sure your child brings an additional bag for wet clothes. Note: if you send your child to camp wearing their bathing suit, please make sure they have clothes on over it and they have under garments in their bag. We ask that no pickups happen during swim time. In an emergency, please sign out in bld. B and then go to the pool. Be patient as they get out of the pool and please come in to help them change. Staff are not allowed to release students from the pool without being directed to from the office staff. Pool number: 510-596-4385 to schedule a tour or talk with a lifeguard.

All swimmers will get a life jacket at the lifeguard's discretion. If swimmers want to swim in the deep end of our pool, they must first have permission from a parent/guardian noted in their online application. Then, they must pass a swim test under the supervision of a lifeguard. They will get a wrist band symbolizing that they have your permission and have passed the swim test.

Camp Groups:

Your camp groups will be emailed out with the weekly message. Camp groups are based on age/grade levels as much as possible. Siblings may be separated and groups/ may change weekly. We will try to accommodate requests, but we do ask that children welcome the opportunity to experience new groups and leaders. They will usually love making new friends!

Weekly Field Trips to Local Parks:

Every week campers will be traveling to Temescale Creek Park, Standford Park, or Huchiun Park. All within blocks of the ECCL. Your child's park days will be outlined in the weekly message. We ask that no sign outs happen during park time. In an emergency, please come to the building B lobby to sign out your child and then head to the park. Staff are not allowed to release students at park locations without being directed to from the office staff.

Field Trips:

Field trip information will be emailed out with the weekly message. On field trip days all campers must arrive by 9:00am in their field trip t-shirt. We will leave site at 9:30am for the majority of trips and we expect to return by 4:30pm unless otherwise noted in your weekly notice.

All admission fees are paid for by the City and we will provide a lunch. Money for any additional food, drinks, or souvenirs are limited to the amount listed on the weekly notice. This is to ensure that staff do not spend too much time in store lines and children can experience the field trip to the fullest extent. This also limits the amount of money that could be lost or mishandled by your camper. We are sensitive to the fact that not

all families can afford to provide additional funding to their camper, and we don't want to highlight any financial disparities unnecessarily. We do not allow other campers to pay for or loan out money to other campers, even siblings. Please go over this with your child if you choose to give them additional money for field trips. All additional money should come in a sealed envelope with each child's first/last name on it and the amount written on the outside. Money given away/loaded onto cards will not be replaced. When able, receipts will be placed in the envelope along with any change. If the group leader agrees to keep your child's money with them, they can, but they are not responsible for lost or stolen funds.

Important Program Forms:

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. **Note:** Multiple sad face thought you should know 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.

Special needs campers or campers requiring more individualized support: Campers of all kinds are welcome at camp. All must adhere to behavior expectations while in program. If your child needs an aid due to a cognitive, behavioral, or physical need, please identify that on your registration form. We need this information so we can prepare to support your child in the way they need to be supported. If you choose not to disclose your child's truest needs and staff determine your child needs one on one or small group aid support to be successful in camp, your child may not be able to stay enrolled if we can't provide that upon their first day. If your child has any additional support in their school day, or has a specialized behavior plan with their teacher, or has never been in a school like setting, your child will most likely need additional support acclimating to our camp. Letting us know via your application will allow us to prepare for your child's enrollment ahead of time to make the transition smooth. This may look like aid support, a modified schedule or just parent/guardian support on field trips. If your child cannot keep their hands to themselves, follow staff directions, keep from emotionally disturbing other campers, or stay with the group, we will not be able to keep them enrolled in camp. Please don't hesitate to call and discuss any of these things with a program supervisor. Call 510-596-4395 with any questions

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

Note: You will get ouch reports and Thought You Should Know forms within 24-36 hours. Some "Ouch Reports" or "Thought You Should Knows" may come with a courtesy call, a request for immediate pick up and/or parent/guardian meeting. Immediate pick up must happen within 1 hour of the call. **Repeated non-pickups when required will result in termination of services.**

Please indicate on your application if you would like both parents/guardians contacted for incidents or injuries. We will only call the account holder.

General Camp Info./Rules

Food/water:

- All breakfasts are provided by the City. Lunch and snack are provided by the Oakland Summer Feed Program for weeks 1-6. Week 7, all food is provided by the City.
- Please identify *any* food allergies on the follow up form we will send you. Food preferences (vegetarian, vegan, no sugar, etc.) will not be enforced but encouraged. If your child requires a different type of milk, please ensure that is also listed, we will try to accommodate however to be safe, please drop off a gallon and we will keep it on site for them. Food activities will take into account allergies, and food preferences.
- 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.
- There is no fast food, junk food, candy, gum, sweets, soda, or sports drinks allowed
- Please ask a supervisor before you bring any celebratory sweets for campers.
- We can store items in a fridge, however we cannot warm up food items or provide hot water.

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 or your camper is not developmentally able to meet safety or behavior expectations, your camper may receive disciplinary action up to an including their exit of program.

Camp Rules for Participants:

- Be open to new idea's, experiences, and people. Choose fun!
- 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. The classrooms we use belong to schoolteachers. Do not use their equipment or go in spaces they've asked us not to. Do not leave trash in desks. Food is not permitted outside of the cafeteria (except for designated alfresco days), so no food in classrooms.
- Shoes must stay on at all times.
- While in the cafeteria: stay seated and ask for permission if you need to get up. Use inside voices, throw away all trash in the right bin (even if it's not yours), and use time to eat/drink- not just to talk. Line up and enter/exit quickly.
- Campers cannot hold/carry staff keys, backpacks, walkies or staff personal items.
- 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, game cards, 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.
- Foul language, teasing/antagonizing, physical aggression, and bullying will not be tolerated. Campers that exhibit such behavior may be excited from camp.

- **There is a no-tolerance policy for stealing, vandalism, physical violence, body shaming, inappropriate physical contact towards others, or slurs related to race or sexual orientation or identity. 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 suspension.**
- **Campers are expected to use appropriate words, set boundaries, or ask an adult to help resolve a conflict.**

Medical Polices:

All **medications** need to be disclosed on the follow up form that we will send after registration 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, over the counter medications, etc. Do not leave these items with your camper as they might be lost, stolen, or used improperly. The City is not able to provide your child with our own over the counter medications, or clean wounds with anything other than soap and water. We cannot hold any medications without the required medical forms. Please email bandrews@emeryville.org to get a medical form. Call 510-596-4395 for more information.

Any and all medical conditions including allergies need to be disclosed on the form. We need to know this ahead of time in order to properly assess your student during a health screening if they say they feel ill. If your child is ill, we may require immediate pick up within 1 hour.

Concussion/Concussion Symptoms: If a child sustains an injury to the back and neck up, staff will ask the camper a series of questions that coincide with sustaining a concussion (called a concussion protocol). They maybe cleared by Rec. staff or you maybe called for a pick up to be observed at home. If they are showing severe symptoms, we will call 911 emergency services so they can conduct their own health screening. If they determine the camper needs medical care, they will take them to Oakland Children's Hospital, or the hospital identified on your application. We will contact you if we determine an EMT response is needed. If you can get to the ECCL prior to transport your child will be released to you, but it is up to emergency personnel if they will wait for you. All campers must receive medical clearance or modified activity paperwork in order to return to camp if they receive medical care. This is outlined within the concussion policy you sign upon registration. **If you would like Rec staff to call you if your child goes through a concussion protocol, please let us know on your application under the medical section.**

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 is showing any signs of illness keep them home. Do not send them to camp. If your child has any of the following, they should not attend camp: common cold, Coronavirus/COVID-19, fever, diarrhea, vomiting, pink eye, flu/stomach flu, conjunctivitis, rash, impetigo, lice, hand/foot/mouth, tuberculosis, roseola, measles, rubella, and mumps. A pick up request needs to be met in 1-hour or you may loose your place in camp.

Natural Disaster/State of Emergency/Site Emergency: In the event of a natural disaster or other areawide disaster, camp programs will follow the outlined steps: We will get students to safety and once secure we will attempt to communicate with parents via email. We will also attempt to put pick up instructions and updates as an outgoing message on the main telephone number message center. 510-596-4395. If building/structures are designated safe by the Emeryville Police Department/Alameda County Fire Department, the programs will remain on site with staff until the child is picked up or specific instructions are received. If directed to by emergency response teams, programs may move to convene in the ECCL gym, Emeryville's designated American Red Cross emergency shelter. The ECCL gymnasium is located at 1170 Steve Dain Dr. (formerly known as 47th Street) and the phone number there is 510-596-4385.

In the event of structural instability or threat to or on the site, camp will go to the designated evacuation site: Emeryville Early Childhood Development Center (ECDC) located at 1220 53rd St. The phone number there is 510-596-4343. If ECDC is unavailable we will move to the Emeryville Senior Center located at 4321 Salem St. Their phone number is 510-596-3730.

Note: All ECCL buildings have smoke alarms, fire extinguishers, and AED's. All staff are certified in American Red Cross First Aid and CPR.

Refunds, Fees, Payments Etc.:

There are no refunds, transfers, or prorated pricing for days not attended, for any reason including sickness, behavior suspension, etc. If you are choosing to sign up for sessions in advance and put down a deposit, full payment is due by the payment deadline, or your camper will be dropped from camp and someone on the waitlist will have the opportunity to enroll in that spot. Sliding scale and vendor options are available, contact us for more information 510-596-4395. Put deposits down on the camps you would like and any refunds due to you will be processed once your vendor's contract is approved. Payments will go towards your overall sliding scale fee if applicable. 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 weekly grid on page two. Deposits will go toward your total cost for each camp and are non-refundable or transferable. Do not rely on payment reminders or phone calls as they are a courtesy and may not happen each week due to staff capacity limitations. Full payments are refundable and transferable prior to 14 of the start of your program \$10 administration fee. Credit back on account is not subjected to the admin fee. Full payments are non-transferable, and non-refundable within the 14 day deadline.

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. Once the termination of services form is returned to us, cash/check refunds may take up to 4-6 weeks to process, and mailed to the head of household on the account. Credit card transactions can take up to 7 business days.

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 visit campus, please enter the A1 gate on San Pablo and enter the ECCL lobby to speak to a staff person. Call ahead of time and make an appointment to ensure a supervisor is available to meet with you. 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.

- All adults on campus must follow all procedures and policies.
- Requests for exceptions or program improvements must be directed to the Recreation Supervisor and not the Recreation Coordinator, Recreation Leaders, or office staff. They do not have the authority to make exceptions or make programmatic changes. Any exceptions/changes must be in writing.
- 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, threatening body language, or inappropriate language should NEVER be used when speaking to staff or within any program area. 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, you must contact a program supervisor.
- The authorities will be called if a parent arrives to campus under the influence of drugs, or alcohol (including marijuana). 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.
- Harassment or sexual harassment will not be tolerated.
- The parent/guardian of any camper who misuses materials, damage or vandalize City property will be responsible for replacing the items and a fee maybe attached to your account and your camper may not be permitted to return until the fee is paid.

More about personal 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 it 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 staff read and sign upon hire. Staff found in violation of this code of conduct will be terminated. Harassment/sexual harassment between staff and parents, guardians, community members will not be tolerated. Please contact a supervisor immediately to discuss any concerns.

Mandated Reporting: We are all mandated reporters. Physical aggression, threats of violence, and/or emotional abuse toward campers 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 to the Emeryville Police Department.

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 may or may not 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

Miscellaneous Camp Info

Staff Names are traditional camp names like, "Hoopz," "Espresso" or, "Ladybug". 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.

NEW! Lobby hours during camp: The lobby is open from 9:00am-5:00pm, 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.

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 sports, swim lessons, etc.

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 for safety reasons. 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. If they have no other clothes, we will call to have someone bring some or for a pickup. 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)

Final Reminder:

- Please let us know if it is not already indicated on your camper's follow up form 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. You will be notified of any emergency via email. We may not be able to call you.

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 this handbook and let us know if you have any questions by giving us a call at 510-596-4395.

Step 2: Create your Rec.us/Emeryville account and register for your camp and payment.

Step 3: Complete your payment, sliding scale or vendor process if needed.

Camp Contacts:

Front Desk, Payments, Sliding Scale, Vendors and General Questions:

Bryan Andrews (Vader)

Office Assistant II

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Program Operations:

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



The "Rec" Camp 2026 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 further specify that 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 online 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.

By signing up for this program you signifying that you understand and will follow the policies/procedures outlined in this handbook and that you further commit to reviewing the rules and expectation with your child, any other adult responsible for you child prior to the start of camp.

ECCL Campus Map

