



Updated 6/14/21

EL CERRITO RECREATION DEPARTMENT

# SUMMER CAMP 2021

## PARENT HANDBOOK





# Welcome to Camp

Dear Parents and Campers,

Thank you for choosing The City of El Cerrito’s Summer Camp program. The Recreation Department remains dedicated to providing a camp program that focuses on the health of campers and staff, as well as allows our community to receive essential childcare services while still providing plenty of **F.U.N.:** Friends, Unity, and New Experiences!

Our team learned A LOT during the summer of 2020 and continued to build knowledge and understanding around offering safe, creative youth programs during the COVID-19 pandemic throughout the 2020-21 school year. We are excited to be able to use this knowledge to provide our community with summer camps that they can feel confident in. For Summer 2021, we will continue with our successful “stable pod” model over three 3-week sessions. Programs will operate Monday through Friday and take the very last Friday off to accommodate the transition in sessions.

**Session 1: Mon, June 14 - Thurs, July 1**

**Session 2: Tues, July 6 - Thurs, July 22** *(No Camp Mon, July 5)*

**Session 3: Mon, July 26 -Thurs, August 12**

Families are required to commit to the full three-week session where their camper will remain in the same pod of campers with the same staff throughout the entire session. We are offering an array of options each session in hopes of meeting the varying needs of our community, including full-day and half-day options for grades K-8.

This summer will continue to involve experiences, procedures, and protocols that are new to both families and staff. To ensure the best possible summer experience for your camper, we ask that you carefully review this handbook as it contains important information to help you prepare for our camp sessions. We also ask for your understanding that guidelines in response to the pandemic are continually evolving, and practices and procedures may change as updated guidance and better practices are identified. If you have questions after reading through the handbook, please don’t hesitate to reach out via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us). We will do our best to provide you with answers.

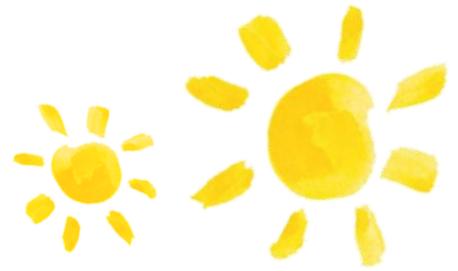
Happy Camping!

## Contact Information

General, non-urgent questions are best directed to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us). Keep in mind that staff hours are limited. Please be patient while we reply to all communications as quickly as possible. Questions specific to City-Run pods can be emailed to [edo@ci.el-cerrito.ca.us](mailto:edo@ci.el-cerrito.ca.us). Questions specific to Specialty Camp pods can be emailed to [tmelton@ci.el-cerrito.ca.us](mailto:tmelton@ci.el-cerrito.ca.us). Once a session begins, time sensitive questions or concerns are best directed to your specific camp site using the site phone numbers listed below.

Pod Locations	Lead Staff	Address and Phone Number
El Cerrito Community Center	Taylor Melton	7007 Moeser Lane, (510) 559-7000
Cerrito Vista Park	Mark Deleon	950 Pomona Ave., (510) 806-5960
Fairmont Clubhouse	Anthony Billups	715 Lexington Ave., (510) 559-7031
Harding Clubhouse	Lila Banuelos	7115 C St., (510) 559-7030
Castro Clubhouse	Sheryl Shute	1420 Norvell St., (510) 806-5962
Portola Clubhouse	Anthony Billups	6927 Portola Dr., (510) 559-7032

# Special Camp Session Pods



## Pods

A pod refers to a group of 16\* or less campers who will remain together for the entire three-week session, and do not intermix with other campers in different pods. Each pod will be led by staff or instructors dedicated specifically to that group. Pods can be thought of as your camp “household.” Children should only participate in one pod per session including non-El Cerrito programs.

*\*This number is subject to change per local guidance.*

**Want your camper to be in a pod with a sibling or friend?** Please note that for siblings or friends to be together, they must be enrolled in the same pod, for the same time slot, at the same location (use the same activity number when registering). **Please coordinate directly with your family/friends to ensure you are enrolling in the same pod.** We will not be able to accommodate special requests. Mixed age camps that keep siblings together are highly recommended where possible to keep households contained. Keep in mind that space in pods is limited due to the 16-camper maximum.

**City-Run pods** are supervised by a Recreation Supervisor and managed directly by a Community Services Coordinator. Each camp will have a Coordinator and team of Camp Counselors. Each camp group will be staffed with dedicated counselors, with a designated ‘Pod Leader’ for each shift. We make sure that our camp staff are qualified in a variety of different areas such as CPR & First Aid, sanitation and COVID-19 prevention protocols, safety, positive discipline, age-appropriate activities, and keeping camp F.U.N.!

**Specialty Camp pods** are supervised by a Recreation Supervisor. Specialty Camps are typically led by Contract Instructors who are experts in their fields, experienced in leading youth programs, and who are enthusiastic about passing their knowledge on to your camper. Some come from national organizations while others are members of the El Cerrito community themselves. All are provided training by and fingerprinted through the El Cerrito Recreation Department. During each summer 2021 session, all instructors will remain dedicated to their pods only and will follow the City’s protocols.

## Pod Locations

To allow for physical distancing, pods will be located at different clubhouses, parks, and facilities throughout El Cerrito. Each camp location is outfitted with games, sports equipment, art supplies and themed decorations to fit each camp week. Specialty Camp pods will be at the El Cerrito Community Center, Cerrito Vista Park/Tennis Courts, and Canyon Trail Field.



# Camp Activities

## City-Run Pods

City-Run pods will be outdoors as much as possible and participate in group games that lend to physical distancing, as well as activities like arts & crafts, dancing, yoga, hula hoop, jump rope, and more. Campers will have a daily siesta to read and relax for a short period of the afternoon, and all activities and games will emphasize math and language skills to keep young minds active. There will be some use of play structures at public parks and well as some sharing of sports and games equipment, all of which will be disinfected between use.

SOCCER	FRISBEE	CAPTURE THE FLAG	NATURE WALKS	READING
GAMES	SKITS	KICKBALL	STORY TELLING	WATER GAMES
ART	SCIENCE	CRAFT PROJECTS	DANCE	SCAVENGER HUNTS
BUBBLES	YOGA	CHALK PLAY	CHARADES	BASEBALL

**Themed Weeks:** Each week has a special theme! There will be activities throughout the week that tie in with the theme. Campers may be asked to wear certain 'spirit' attire. Any special events will be conducted within a camp pod.

**Camp Limitations:** Unfortunately, at this time campers will not be able to participate in field trips. Cooking projects will be discontinued. The usual special events where our camps congregate as a larger group will not occur. Campers will be limited to one pod per session and cannot be part of multiple pods. This means that partial-day options cannot be paired with in-person Specialty options. If you enroll into two City of El Cerrito camps (one AM and one PM Camp), you will be automatically un-enrolled from one of the camps at the Recreation Department's discretion. There will be no extended care (Early Birds or Late Birds) during summer 2021. However, you can enroll in a *VIRTUAL* camp to round out your day.

**Full Day City-Run Pod Schedule Outline:** Staff set an intentional and varying schedule for the week where each group will get to participate in a variety of activities. Some activities may be modified to keep physical distancing. Part of the camp experience is learning that while we can do fun things that we know we like, trying something different or new can also be exciting!

First Half Hour: Drop Off and Expectation  
Next Hour: First Activity Period  
Next 15 minutes: Snack  
Next 75 minutes: Second Activity Period  
Next Half Hour: Lunch  
Next Half Hour: Outdoor Free Play  
Next Half Hour: Siesta - Reading  
Next 90 minutes: Third Activity Period  
Next 15 minutes: Snack  
Next 90 minutes: Fourth Activity Period  
Last Half Hour: Camp Closing – Group Circle & Pick Up

## HOTTIP!

Be sure to pack 2-3  
nut-free snacks and lunch, plus  
3 FULL water bottles!  
Don't forget sunscreen!

## Specialty Camp Pods

Specialty Camps offer the opportunity for your camper to explore age-appropriate activities and develop skills in specific subjects like athletics, engineering, performing arts and more. Specialty Camps are unique in that they allow campers to delve in and focus on a new interest or an activity they already love. Specialty Camp pods are offered as partial-day or all-day options.

**Camp Limitations:** Unfortunately, campers in Specialty Camps will not participate in swim center activities or trips to the nearby play structures. When applicable, camp performances will be recorded if possible and emailed to families (performances are not allowed an audience at this time). Campers will be limited to one pod per session and cannot be part of multiple pods. This means that partial-day options cannot be paired with additional Specialty options. If you enroll into two City of El Cerrito camps (one AM and one PM Camp), you will be automatically un-enrolled from one of the camps at the Recreation Department's discretion. There will be no extended care (Early Birds or Late Birds) during summer 2021.

**Virtual Specialty Camps:** Some Specialty Camps will be offered virtually, and do not require the same restrictions as in-person camps. Our virtual camp listing can be found at [www.el-cerrito.org/summercamp](http://www.el-cerrito.org/summercamp). Virtual programs require access to a computer or tablet with internet access and streaming capabilities. Some may require kit purchase or pick-up, while others have a list of supplies campers will need to participate. Most virtual camps are offered through ZOOM, and access links will be provided via email to the primary email address on your account 1-2 business days prior to the start of camp. Please make sure your email address is correct in the WebTrac registration system.





# General Camp Procedures

## Registration & Emergency Information Forms

Registration for 2021 summer camps begins 3/29 and is only accepted online at [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg). Camps are generally for grades K-8 (based on the grade campers will be entering in the 2021-22 school year). Once per summer, families will need to complete an additional online form (**JotForm**) to provide emergency information. To complete your summer 2021 emergency form, visit <https://form.jotform.com/CityofElCerrito/Summer2021>. This information is due immediately following online registration. Information collected includes (but is not limited to) a current clear-faced photo of your child, medical information, and other relevant behavioral and health information. You can complete the form and submit it from a desktop, tablet, or phone. Please note that you will be required to complete the full form including uploading a photo **all at one time**.

## Camp Fees

Families will have the option to pay in full at the time of registration or pay a \$150 per camp deposit that secures their space (if registering during the deposit period). Families who opt for the deposit will make two additional automatically charged payments at later dates (see schedule below) using their credit card on file. Families that register for a session after the deposit period will need to pay in full. Virtual camp fees are also due in full at the time of registration.

### Payment Schedule:

Session	Deposit Period (\$150)	Payment 1	Payment 2
Session 1: 6/14 - 7/1	3/29 – 4/27	4/28	5/28
Session 2: 7/6 – 7/22	3/29 – 5/16	5/17	6/21
Session 3: 7/26 - 8/12	3/29 – 6/6	6/7	7/12

## Cancellations, Transfers & Registration Deadline

Cancellation requests must be made no less than two weeks prior to the camp start date. All cancellations will result in the loss of the camp deposit amount (\$150). Cancellation/refund requests with less than two weeks’ notice will not be permitted except for medical reasons supported by a doctor’s note. Transfer requests also require two weeks’ notice and a transfer fee of \$21 will be incurred if transfer is approved.

Registrations must be completed online the Tuesday prior to the camp start date to ensure staff have time to check for and prepare emergency forms and rosters. Space permitting, registrations may be accepted after the registration deadline. To inquire about registering after the deadline, email [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us).

- Session One Online Registration Deadline: Monday, June 7
- Session Two Online Registration Deadline: Monday, June 28
- Session Three Online Registration Deadline: Monday, July 19

## Change of Address/Phone

It is important that the parent/guardian contact the site as well as the El Cerrito Recreation Office via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us) if their home address or phone numbers change during the session. In the event of an emergency, staff must always have the most current contact and emergency information. Proof of household address may be requested at any time to verify residency. This may be in the form of a utility bill or rental lease.

## Minimum and Maximum Enrollments

All camps need a minimum number of campers to run (the actual number varies by camp). Camps that do not meet their enrollment minimum are subject to cancellation with full refund. Pod maximum cannot exceed 16 campers at this time. Some maximums may be lower due to physical space limitations or curriculum needs. If a pod is full, families are encouraged to join the waitlist. If a space opens on the waitlist, you will be contacted by the El Cerrito Recreation Department.

## Waitlist Policy

Once a pod is full, you can still complete the registration process to join waitlist (no fees will be charged at that time). If space becomes available or a new pod is added, the guardian will be called and/or emailed and given 1-2 business days to respond. It is strongly encouraged that families join the waitlist for a program they are interested in if it becomes full. The Recreation Department will make every effort to open additional pods with enough interest.

## Scholarships

The Recreation Department is excited to introduce our more robust scholarship families. Families are now eligible to receive \$300 per child, up to two times per year. Additionally, eligibility criteria have been expanded so that more families qualify. More information can be found at [www.el-cerrito.org/scholarship](http://www.el-cerrito.org/scholarship).

## Sunscreen

Please send your child to camp with sunscreen already on each day and provide sunscreen for reapplication throughout the day. Please note that Staff or Instructors will not apply your child's sunscreen for them but will regularly remind them to apply it. For younger campers, we recommend practicing at home before attending camp.

## Late Pick-Up Policy & Fees

Late pick-ups after the camp end time are NOT permitted. Each pod has a designated pick-up window, and failure to arrive during that window will result in a late pick-up fee and repeated late pick-ups may result in dismissal from the program with no refund. Additionally, parents/guardians picking up understand that if they miss their child's designated pick-up window, they may have to wait until the other pods at that location are finished with their pick-ups prior to their child being released for health and safety reasons, and this may increase late fees due.

**Anytime a child is picked up after their pod's scheduled pick-up window, a late pick-up fee will be charged. Any late pick-up results in a \$20.00 charge and an additional \$1.00 per minute until your camper is released. Example:** *Releasing your child 15 minutes after your designated pick-up window results in \$20.00 + \$15.00 = \$35.00.*



## Drop-Off and Pick-Up Procedures

**Drop-Off & Pick-Up Windows:** Your camp drop-off window is the first 15 minutes of camp, and your pick-up window is the last 15 minutes of camp. For example, if your camp is from 9am-1pm, your drop-off window is 9-9:15am, and your pick-up window is 12:45-1pm. Pick-up windows help us stagger the arrival and departure of different pods sharing a site and prevent congregation. We ask families to do their best to adhere to these windows and leave the facility immediately after drop-off or pick-up. If special arrangements are needed for drop-off or pick-up, please request approval from your site coordinator at least 2 days in advance.

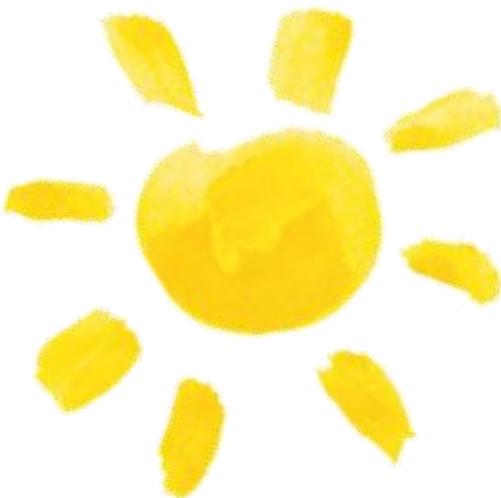
**Camp Drop-Off and Pick-Up:** Drop-off and pick-up will occur at a designated area away from the immediate pod site. Non-camp staff, including parents/guardians, are not permitted beyond this designated area. Non-camp staff are not permitted in camp areas to help prevent possible exposure and close congregation. At drop-off, a health screening will be conducted by camp staff/instructors. Campers must be accompanied by a parent/guardian at drop-off to answer health screening questions. It is requested that the same parent/guardian drop-off and pick-up as often as possible to limit interactions with multiple persons in the camp pod.

**Drop-off:** At each location, a curbside area will be identified as the drop-off/pick-up area.

- Parents/guardians are encouraged to remain in their vehicle when possible and answer staff health screening questions from their car, especially after the first day.
- Tape lines, cones or other markers will identify where the camp staff will stand and where parents can stand, 6 feet apart, to drop-off.
- Parents must arrive within the designated window for their pod.
- Campers must have all required supplies with them.
- Campers must arrive clean with washed hands, clean clothes, and sunscreen pre-applied.

**Pick-Up:** Staff will record who picked-up the child and at what time after checking the parent/guardian or other authorized adult ID.

- All adult ID's need to be visible upon pick-up.
- Adults must be on the authorized pick-up list.
- Campers entering 5th grade and older may sign themselves out if the proper form is on file with staff.
- Parents who arrive outside of the pick-up window must call the site phone number and wait in their vehicle until their camper can be released safely.



# Good to Know

## What to Bring to Camp

Your camper should arrive in freshly laundered clothes, bathed, and with hands washed and a **face covering**. In a labeled backpack or rolling bag your camper should bring:

- 1-2 back-up face coverings
- 3 FULL water bottles
- a hat
- sweater or light jacket
- sunscreen (**please apply at home first!** Vanicream or heavy, thick sunscreen recommended)
- 2-3 nut-free snacks
- nut-free lunch (if in an all-day pod)
- For City-Run pods, project supplies including markers, crayons, scissors and a glue stick. Your camp newsletter may outline other supplies that may be needed.
- For City-Run pods, books and/or reading material (please do NOT bring Kindles/electronic reading devices) for siesta

Please pack more food than you would for a school day. Camp is more active, and children tend to have bigger appetites! Make sure all snacks and lunches are nut-free.

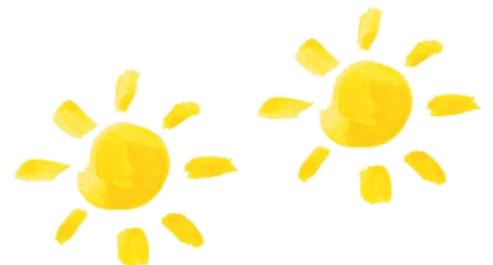
Layers are best. Please always send your camper in close-toed athletic shoes (no sandals). Dresses or skirts should have shorts or leggings underneath. All articles of clothing worn or brought to camp should be clearly marked with the camper's name. We ask that campers please wear clean/laundered clothes to camp and avoid the re-wearing of items.

## What NOT to Bring

Campers should not bring cell phones, tablets (including Kindles/reading devices), music devices, video games, trading cards, money or toys to camp. The El Cerrito Recreation Department, including Camp Staff and Instructors, are not responsible for any items that are brought to camp.

## Lost & Found

We ask that you label all your camper's belongings so that we can do our best to return lost items to the right camper or guardian. Parents/guardians will not be permitted to enter the camp area, therefore lost and found bins will not be available to check. Campers may rotate locations throughout their day (for example from the clubhouse to nearby field or on nature walks). Camp staff will remind campers at every transition to collect all their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to campers by the end of the session will be donated.



# Health Policies & Recommendations



## Medical Conditions & Vulnerable/High Risk Group Guidelines

Spring 2021 Health Guidelines recommend excluding children who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Participants in this category should consult with their doctor before enrolling in this program. All campers are required to have a JotForm Emergency Form on file, which should include pertinent health related information including allergies, medical conditions, or disabilities. Families are also welcome and encouraged to email their camp supervisor any information that will help make their camper's experience more successful.

## Health Screenings

Each day upon arrival at camp, a health screening will be conducted. The camper's temperature will be taken using a touchless thermometer, and parents/guardians will be asked to respond to the questionnaire below:

IN THE LAST 24 HOURS HAVE YOU OR ANYONE IN YOUR HOUSEHOLD EXPERIENCED ANY OF THE FOLLOWING\*:

1. Signs or symptoms of illness including cough, shortness of breath, difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea or vomiting?
2. Fever (100 degrees or higher) in the last 24 hours?
3. Contact with anyone that has tested positive for Covid-19 within the last two weeks?

*\*excludes symptoms of pre-existing chronic conditions.*

Verbal reports will be recorded by staff, and families must be able to answer "No" to each question before the camper is admitted to camp. If campers pass the self-reported morning screening but are seen by staff to be exhibiting signs of illness, they will be subject to follow up screening including a temperature reading at camp. Throughout the day, if campers experience or express signs/symptoms of illness at any point, the El Cerrito Recreation Department reserves the right to contact parents/guardians and require immediate pick-up.

Families are strongly encouraged to conduct their own health screening, including the temperature check, at home prior to leaving for camp. If the answer to any of the health screening questions is "yes," campers will not be permitted to camp. If household members are experiencing symptoms, campers must remain home. If campers are the ones experiencing symptoms of illness, they will be required to provide a doctor's note or negative COVID-19 test before being able to return to camp.

## CDPH Stable Group Guidance

The California Department of Public Health has issued guidance for supervised youth programs that requires groups to remain "stable" for as long as possible. A stable group includes fixed staff and participants who do not come in to contact with any other group or individuals outside of their group. It is recommended that outside of camp hours children are only with members of their immediate household and/or regular caregivers (including weekends).



# COVID-19 Related Concerns



## Camp Facilities and Equipment

In addition to daily cleanings, frequent disinfection of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, restrooms and outdoor surfaces. Full-day pods will have their own designated areas. Some partial-day pods may share a designated area at different times of the day in which case facilities will be cleaned and disinfected between groups.

## Camper and Staff Hygiene

Campers and staff will be expected to follow the below protocols regarding hygiene and prevention while at camp:

- Staff/Instructors and campers will wear face-coverings in accordance with State Guidelines.
- Campers must bring their own snacks and lunch. No one will be allowed to share food. Snack/lunch will be eaten outdoors always, away from other pods.
- Staff/Instructors and campers will wash hands often with soap and water, especially if visibly dirty. Outdoor pods will have a designated restroom as well as portable sinks nearby. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- Campers must keep their hands to themselves and physical distancing will be encouraged whenever possible. Campers may come into close contact with others in their pod. However, each pod will have their own designated space that is physically distanced from any other pod.
- Toys and equipment will not be shared amongst other pods and will be sanitized before and after use.
- All campers and staff should cover coughs and sneezes and wash hands right after doing so.
- All children and staff should engage in proper hand hygiene at the following times: arrival to the facility and after breaks, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with hand-washing, staff will wash their hands. Signs will be posted describing hand-washing steps near sinks.

## Isolation, Sick Child, & Sick Staff Policy

Sick children and staff are required to stay home and will not be allowed to participate in camp. “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100°F or higher), sore throat, loss of taste or smell, chills, vomiting, and/or diarrhea, or who answers “yes” to any of the health screening questions. Should your child develop any of these symptoms, please immediately notify the program via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us).

Staff will be vigilant in monitoring symptoms and will notify a supervisor if they or a child is showing signs of illness. Campers and staff who arrive or become sick while at camp will be sent home immediately. Parents/guardians must be prepared to pick up as soon as possible should they receive notification that their camper is showing signs of illness. Staff and campers who become sick while at camp will be isolated from all other campers. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the isolation area until a parent/guardian arrives to pick them up. Staff will also be required to wear PPE including gloves, face covering and face shield. Children will be made as comfortable as possible. If a pod has a COVID-19 confirmed participant, the other members of that pod will be informed. Staff will follow up with County Health Services to implement contact tracing procedures. Further, it is likely that pods/camp programming may be cancelled due to an illness in the program.

Sick staff members and campers may not return without a doctor’s permission, negative COVID-19 test, and/or (in applicable cases) any quarantine or isolation periods have ended.

## Actions to take if there is a confirmed or suspected case of COVID-19

Student or Staff with:	Action	Communication with Pod
<b>COVID-19 Symptoms</b> (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>• Send home if at pod.</li> <li>• Recommend testing (If positive, see #3, if negative, see #4).</li> <li>• Pod/facility remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed.</li> </ul>
<b>Close contact (+)</b> with a confirmed COVID-19 case.	<ul style="list-style-type: none"> <li>• Send home if at pod.</li> <li>• Exclude from pod for 10 days from last exposure, per CDPH quarantine recommendations.</li> <li>• Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).</li> <li>• Pod/facility remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Possible community notification of a known exposure. No action needed if exposure did not happen in pod setting.</li> </ul>
<b>Confirmed COVID- 19 case</b> infection.	<ul style="list-style-type: none"> <li>• Notify the Local Health Dept (LHD).</li> <li>• Exclude from pod for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li>• Identify contacts (+), inform the LHD of identified contacts, and exclude contacts (possibly the entire stable group (++) from pod for 10 days after the last date the case was present at pod while infectious.</li> <li>• Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).</li> <li>• Disinfection and cleaning of facility and primary spaces where case spent significant time.</li> <li>• Pod remains open.</li> </ul>	<ul style="list-style-type: none"> <li>• Pod/community notification of a known case.</li> <li>• Notification of persons with potential exposure if case was present in pod while infectious</li> </ul>
<b>Symptomatic person tests negative</b> or healthcare provider provides documentation that symptoms are typical of underlying chronic condition, <b>or at least 10 days have passed since symptom onset</b>	<ul style="list-style-type: none"> <li>• May return to pod after 24 hours have passed without fever and symptoms have started improving.</li> <li>• Pod/facility remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Possible community notification if prior awareness of testing.</li> </ul>

**(+)** A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some pod situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, facility, or other group may need to be considered exposed, particularly if people have spent time together indoors.

**(++)** See Stable Group Guidance for definition of a stable group.



# Non-COVID-19 Health Related Concerns

All health-related concerns should be noted clearly on your child's JotForm. We also recommend when possible speaking directly to your camp staff.

## Accidents, Insurance and Liability

If a camper experiences mild accident or injury, staff will call the phone numbers of the parents/guardians. If a child sustains a more serious injury needing attention beyond standard first aid, staff may phone the local emergency number or 911 for assistance. The parent/guardian will be contacted. If the parent or guardian cannot be immediately contacted staff will make every attempt to contact a person on the emergency contact list.

When 911 is called an ambulance may be dispatched.

- Only authorization by a parent/guardian can cancel an ambulance.
- The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/guardian.
- If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives.
- The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service.
- The City does not provide accident insurance for childcare children.
- The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

## Lice Policy

If any member of your family has lice, please contact us immediately so that we can take precautionary measures to impede the spread. We will notify all families on the same day we receive this information. We require that all families do a thorough check of their child at home after any lice notification. Children who have had lice may return to care as soon as they are treated if there are no signs of lice, nits, or eggs. We will not disclose any personal/identifying information when providing family notifications.

## Medication

Parents/guardians of children who must take prescription medication during camp hours must provide written instructions and permission to assist in administering the medication. Please email [edo@ci.el-cerrito.ca.us](mailto:edo@ci.el-cerrito.ca.us) for instructions and permission form. All medication must be in original packaging with labeled instructions from the prescribing doctor. When possible, please give one week's notice to arrange for this service.

## Disabilities, Allergies, Special Needs and Fears

Please notify your Camp Supervisor of any disabilities, special needs or allergies that pertain to your child. This information allows staff to provide the best possible care for your child. For the safety of your children, our guideline for campers with special needs is if your child requires an aide in the classroom, they require an aide at camp as well. Any exceptions would be at the discretion of the Recreation Supervisor, with prior knowledge of how a child interacts in the program.

# Behavior Policy



We have adopted the Positive Discipline model and train staff to use this system in managing program environments. Staff are trained to develop and maintain an open line of communication with parents/guardians. Should any misbehavior, behavioral changes, positive or challenging incidents occur with a child in our program, they will speak with the parent/guardian. No corporal punishment or punitive measures are administered in our programs.

The El Cerrito Recreation Department strives to provide an environment that supports positive behavior management through a combination of setting boundaries, reminders, and providing encouragement. Children must not verbally or physically abuse or hurt themselves, staff, or other children in City of El Cerrito programs. This includes but is not limited to:

- Deliberate mistreatment of other children, including bullying
- Uncooperative, abusive behavior (physically or verbally) towards staff
- Deliberate misuse of equipment, materials, and destruction of property
- Leaving the sites or field trip locations without authorization
- Bringing dangerous objects to program
- Using threatening language towards self, staff, or other children in the program

Children differ widely, but inappropriate behavior can be lessened using a range of guidance techniques. The most common methods used in City of El Cerrito Child Care programs are:

- Diverting children and redirecting the child to a new activity
- Recalling rules to internalize positive behavior
- Resolving conflicts by problem-solving and discussion
- Providing a related, age-appropriate consequence to the situation

In the case that a behavior is unable to be managed using the above methods, staff will discuss the behavior with a parent/guardian and ask for their assistance in the matter. We require parents/guardians to work cooperatively with pod leaders to continue to serve the child. Staff records any incidents of misbehavior on behavior report forms that are kept on file. If misbehavior continues, staff will again speak with the parent/guardian regarding the incident letting them know that the child's behavior needs to be corrected. If the misbehavior continues after repeated attempts to manage behavior and utilize help from the family, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian will be informed that if the behavior does not change the child may be suspended and/or dismissed from the program. Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program. The Coordinator or Supervisor reserves the right to suspend or dismiss a child from the program immediately if unsafe behavior occurs or the child harms another child or staff.

Consequences for misbehavior may reflect the severity of the participant's actions. Disciplinary steps may not be sequential and one severe act, as determined by the El Cerrito Recreation Department, may lead to immediate dismissal from the program(s). Campers may also be dismissed from the program if parents/guardians are refusing to engage and collaborate in a productive manner with staff on working towards solutions.

# Child Abuse Prevention

## Mandated Reporting

The State of California mandates all childcare professionals report any instance of observed or suspected child abuse or neglect of a child, including those reported by the child. Staff are trained in the recognition and reporting of suspected abuse or neglect.

## Prevention Measures

The health and well-being of your child(ren) is essential to the City of El Cerrito Recreation Department. The Department has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents will be informed about their child's program participation.
- Staff will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the supervisor will be notified immediately.
- Staff will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized by parents. Sign-in and sign-out logs will be maintained daily and kept on file.
- Staff and volunteers will not verbally or emotionally abuse or punish children.
- Staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff will be fingerprinted, undergo a background check, and receive clearance before working.
- Staff training will include information about the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- It is the Recreation Department's policy that staff may not be alone with children they meet in City of El Cerrito programs outside of the program. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child. We ask that you please not jeopardize a staff members' employment by asking them to babysit.
- To report concerns, please contact the Recreation Supervisor overseeing Youth Services at (510) 559-7003.
- When an incident occurs and/or is brought to our attention, the Recreation Department is legally bound to notify Child Protective Services (CPS).

## Parent/Guardian Involvement

While involvement in the program is essential, non-program staff, including parents/guardians, are not permitted in the program facility or surrounding areas used for programs activities. Instead, we ask that your questions, comments, and feedback be provided to staff via email or phone call. Parents/Guardians are welcomed and encouraged to reach out to staff with any questions or concerns and be reassured that you will receive a thoughtful response.