2023 summer camp parent handbook
Welcome to Camp

Dear Camp Families,

Thank you for choosing the City of El Cerrito’s Summer Camp program. At the Recreation Department we pride ourselves on being experts in the field of FUN! We know how important it is to create an environment where campers can explore activities that engage and excite them. Our award-winning camp program offers each child a unique experience through an incredible variety of programs and diverse camp team. You can rely on our highly competent staff to engage with your child in the way that best meets their needs, while knowing that safety is our highest priority.

Whether you are new to camp or a returning family, we want to ensure the best possible experience for your family. Please make sure to read through this handbook as it contains important information to help you prepare for Summer Camp 2023. Here you will find information on registration, what to bring to camp, what the camp week looks like, and much more.

If you still have questions after reading through the handbook, please don’t hesitate to reach out via email or phone.

We look forward to welcoming you at camp on your first day!

Happy camping,

City of El Cerrito Recreation Department

What makes Summer Camp in El Cerrito Special?

FUN – we ensure that our camps are fun and filled with enriching experiences for our campers!

UNIQUE – between our own City-run programs and those we provide through trendsetting independent contractors, the options for you and your family abound (many of which you will only find in El Cerrito!).

VARIETY – whether you’re looking for a full day, half day, traditional experience, or to learn about something new- we have something for you!

COMPETENT – our Camp Coordinators and lead staff come to you with a blend of expertise, experience, and passion.

SAFETY – camp staff receive a thorough background check, which is followed up by training in CPR & First Aid, active supervision, child-safe expectations, transportation protocols and more.

Summer Camp rECguide

The Summer Camp rECguide is a catalog containing all camps being offered this summer, including descriptions, weeks, times, and fees. The guide is available at www.el-cerrito.org/summercamp. Camps are listed by week on the camp grid as well as in more detail by type (i.e., Camp Everything, Specialty Art, Specialty Athletics, Specialty STEM).
**Summer Camp 2023 Schedule**

Camps will be offered in one-week sessions, for nine weeks of summer. There will be no camp on Juneteenth (6/19) or July 4th.

- Week 1: 6/12-6/16
- Week 2*: 6/20-6/23
- Week 3: 6/26-6/30
- Week 4**: 7/3-7/7
- Week 5: 7/10-7/14
- Week 6: 7/17-7/21
- Week 7: 7/24-7/28
- Week 8: 7/31-8/4
- Week 9: 8/7-8/11

*No Camp Mon 6/19. 4-day session: Tues-Fri  ** No Camp Tues 7/4. 4-day session: Mon, Wed-Fri

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**City of El Cerrito Camps**

The City of El Cerrito Recreation Department offers traditional day camp opportunities through "Camp Everything," as well as Specialty Camps focused on a specific subject. The overall camp program is geared at elementary age children, with some additional options for middle and high school age campers. Each camp description in the rECguide contains the grades campers must be to attend that specific camp. **Grades are listed as "entering grades." So, if your child is completing 2nd grade in school year 2022-23, they are considered an entering 3rd grader for summer 2023.**

**Camp Everything** includes our City-run camps **Adventure, Discovery, and Explorers.** These camps 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 who are qualified in a variety of different areas such as CPR & First Aid, COVID-19 best practices, safety, positive discipline, age-appropriate activities, and keeping camp fun. Camp Everything offers a classic day camp experience by having campers engage in a wide variety of activities each week including art and STEM projects, sports and school yard games, songs, cheers, and more! Camp Everything campers will be issued one dry-wick camp shirt for the summer on the first Monday they attend to be worn on swim days and field trip days. Additional camp shirts can be purchased at the Community Center Office.

**Specialty Camps** hone in on a specific topic. Whether that be a sport, LEGO engineering, textile arts, or so much more- campers will have the chance to delve into their specialty and truly explore it. 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. Specialty camps and their participants are provided extra support by an onsite Coordinator as well as a Recreation Supervisor.

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**Contact Information**

General, non-urgent questions are best directed to recreation@ci.el-cerrito.ca.us. Questions specific to “Camp Everything” City-run camps can be mailed directly to your camp Coordinator (you will receive a welcome email from them the Thursday or Friday before camp). Questions specific to Specialty Camp camps can be emailed to 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.

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**Locations** | Lead Staff | Address and Phone Number
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El Cerrito Community Center | Taylor Melton | 7007 Moeser Lane, (510) 559-7000
Cerrito Vista Park | | 950 Pomona
Cerrito Vista Tennis Courts | | Corner of Moeser & Avis
Prospect Sierra Middle School | Jenya Jawad | 960 Avis Dr., (510) 559-7001
Fairmont Clubhouse | Sheryl Shute | 715 Lexington Ave., (510) 559-7031
Harding Clubhouse | Lila Banuelos | 7115 C St., (510) 559-7030
Castro Clubhouse | Anthony Billups | 1420 Norvell St., (510) 806-5962
Registration and Health & Safety Forms

Registration for 2023 summer camps begins at 9am on Wednesday, February 15 and is accepted online only at www.el-cerrito.org/onlinereg. All camp registrations completed 2/15 are eligible for a 10% discount (discount does not apply to any enrollments after 2/15, including transfers or waitlist enrollments).

Registrations must be completed online the Thursday prior to the camp start date to ensure staff have time to check for and prepare Health & Safety forms and rosters. Space permitting, registrations may be accepted after the registration deadline. Email recreation@ci.el-cerrito.ca.us for registration requests after the deadline.

After online registration, once per summer, families need to complete an additional online form (JotForm) to provide Health & Safety information. To complete your summer 2023 JotForm, visit https://form.jotform.com/CityofElCerrito/summer2023healthforms. This information is due immediately and campers cannot participate without submitting this form. 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.

Participant Contact Info

Weekly Emails: Please make sure your correct email address is on file, and check messages regularly. On the Thursday or Friday before the start of each camp week, an email will go out from Recreation Department staff with important information such as camp location reminders, anything your camper may need to bring, and other details that will help your family have a smooth experience. If in a Specialty Camp, instructors may send their own emails or send home notes detailing activities and curriculum for the week.

Change of Address/Phone Number: It is important that parents/guardians contact the camp site as well as the El Cerrito Recreation Office via email to 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.

Camp Fees

Fees vary by camp and are listed in the Camp rECguide with each camp description. The fees are listed per week. At the time of registration there is the option to pay in full or pay a non-refundable $40 per camp deposit that secures your space. Those who opt for the deposit will make an additional automatically charged payment (“auto-debit”) approximately three weeks prior to the start of their camp week using their card on file. See exact auto-debit dates in chart. Registrations after the auto-debit date require payment in full.

Some Specialty Camps may additionally have a Materials Fee, which is not paid at the time of registration but instead directly to the camp instructor on the first day of camp. If a camp has a Materials Fee, that fee is listed in the camp description, separate from the camp fee, and should be paid by check. Some instructors may provide an alternate method of making payment (such as PayPal or Venmo), and this information will be included on your registration receipt.

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<th>2023 Auto-Debit Payment Schedule:</th>
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<td>Camp Week</td>
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Scholarships
Through the David Hunter Memorial Youth Scholarship, eligible families may receive up to $300 per child, up to two times per year. More information can be found at www.el-cerrito.org/scholarship. Please apply for the scholarship BEFORE registering for camp to ensure funds can be applied towards camp fees.

Cancellations & Transfers
Cancellations are permitted as long as requests are processed online or requested via email to recreation@ci.el-cerrito.ca.us no less than three weeks prior to your camp. This means by midnight on the Sunday three weeks prior to your camp start date. Please see the cancellation deadline chart. All cancellations will result in the loss of the camp deposit amount ($40). Cancellation/refund requests with less than three weeks’ notice will not be permitted except for *medical reasons supported by a doctor’s note. *Camper COVID-19 related illness will not be eligible for refund but will be eligible for transfer to a later camp session or account credit.
Transfer requests also require three weeks’ notice and a transfer fee of $40 will be incurred if the transfer is approved. If a camp is cancelled at any time by the Recreation Department (such as due to instructor illness, or in cases where camps do not meet their minimum enrollment), families will be eligible for a full refund.

To process your cancellation online, complete the following steps:
• Log into WebTrac at www.el-cerrito.org/onlinereg
• Click “My Account” on the top right of the screen.
• Click “Process a Cancellation” under “History and Balances”
All purchases available for cancelling will be listed.

COVID-19 Cancellations
While the El Cerrito Recreation Department will do what we can to make the camp environment as safe as possible, families are reminded that the possibility of COVID-19 transmission cannot be eliminated. Case rates as well as Health Orders, guidelines, and vaccination/testing requirements from State and County authorities are subject to implementation/change at any time. Families will not be eligible for a refund outside of our cancellation policy due to such changes.

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 a full refund. Families will be notified via email the Thursday before their camp start date if their camp is cancelled due to low enrollment and will receive a full refund. Every effort will be made to find an alternate camp for any campers who need care. Camp maximums also vary by camp and include considerations such as number of staff/instructors, physical space, and curriculum needs. If a camp is full, families are encouraged to join the waitlist.

| 2023 Cancellation/Transfer Deadlines: |
|---------------------------|------------------|
| Camp Week | Deadline |
| Week 1: 6/12-6/16 | Sunday, May 21 |
| Week 2: 6/20-6/23 | Sunday, May 28 |
| Week 3: 6/26-6/30 | Sunday, June 4 |
| Week 4: 7/3-7/7 | Sunday, June 11 |
| Week 5: 7/10-7/14 | Sunday, June 18 |
| Week 6: 7/17-7/21 | Sunday, June 25 |
| Week 7: 7/24-7/28 | Sunday, July 2 |
| Week 8: 7/31-8/4 | Sunday, July 9 |
| Week 9: 8/7-8/11 | Sunday, July 16 |
**Waitlist Policy**
Once a camp is full, you can still complete the registration process to join the waitlist (no fees will be charged for waitlist enrollments). If space becomes available or a new camp is added, waitlist families will be called and/or emailed and given 1-2 business days to respond. If you do not hear from the Recreation Office regarding the waitlist, it means no space has become available.

We ask families to prepare for the fact that some camps will fill immediately. Historically, hundreds of registrations occur right at 9am on the opening day of registration and inevitably some of our most popular camps will fill to their maximum capacities. If this happens, be sure to add your camper to the waitlist. If your desired camp is full, there is nothing our office can do on registration day. However, we CAN utilize our waitlist! If space opens before camp begins, we will contact you. Waitlist registrations must be processed the same way as standard online camp registration, but no fees will be charged.

**Drop-Off & Pick-Up**

**Drop-Off:** Parents/guardians are asked to bring their camper within the first ten minutes of the camp’s start time. For example, if camp begins at 9am, please bring your camper between 9am-9:10am. Please do not drop your child more than 5 minutes prior to the camp start time, as instructors/staff have a limited amount of time to prepare their space and materials. On the first day of camp, parents/guardians are encouraged to share with the camp leader any information that may help their camper have the best experience possible.

**Pick-Up:** Campers are required to be signed out by a guardian or "authorized pick-up person" (as stated on your account) each day. All adults must show IDs at pick-up and be present right at the camp end time. Those picking up must do so right at the camp end time.

- **Permission to Self Sign Out:** Those entering grade 5 and older may sign themselves out of camp ONLY IF they have submitted a Permission to Sign Out Form to their camp staff/instructors. Forms will be attached to your weekly camp newsletter, as well as available by request to recreation@ci.el-cerrito.ca.us. Permission to Sign Out forms need to be completed for EACH CAMP that your camper is attending, and provided directly to camp staff/instructors on the first day of camp.

**Late Pick-Up Policy & Fees**
Late pick-ups after the camp end time are NOT permitted. Every time a child is picked up after their camp’s stated end time, a late pick-up fee will be charged. Any late pick-up results in a $20 charge and an additional $1 per minute until your camper is signed out. Example: If the guardian arrives 15 minutes after the designated camp end time, this results in a fee of $20 + $15 = $35.

**Transportation**
Many camps involve some form of transportation, whether it’s a nature walk, getting your camper from their AM camp to their PM camp, or Camp Everything field trips and pool visits. Staff receive detailed training around proper transportation and offsite supervision protocols. Campers may be walked to different facilities depending on their schedule for the week. For Camp Everything local trips, transportation will be handled with City vehicles or a chartered bus. Explorers may use BART or public transportation at times.
What to Bring to Camp (& What Not to Bring)

In a backpack or bag labeled with their name, your camper should bring:

✓ 1-2 face coverings
✓ 1-2 full water bottles
✓ Layered athletic clothing
✓ Closed-toe athletic shoes (no sandals)
✓ Sweater/light jacket & hat
✓ Sunscreen*
✓ 2-3 nut-free snacks
✓ Nut-free lunch (if in all-day camp)

Please pack more food than you would for a school day. Camp is very active, and children tend to have bigger appetites. Make sure all food is nut-free. A welcome email will go out weekly which may outline other recommended items specific to your camp. Please label all items. Campers should not bring cell phones, tablets (including Kindles/reading devices), music devices, video games, trading cards, money, or toys to camp.

Sunscreen note: Please send your child to camp with sunscreen already on and provide sunscreen for reapplication throughout the day. Staff/instructors cannot apply your child’s sunscreen for them but will regularly remind them to apply it. For younger campers, we recommend practicing at home prior to camp.

Lost & Found

Camper belongings should be labeled so that staff can do their best to return lost items. A lost and found container will be kept at each camp location. Please check the container daily at pick-up. Containers will be emptied as needed to maintain a clean environment, and all items are subject to donation at the end of each week. The El Cerrito Recreation Department, including Camp Staff and Instructors, are not responsible for any items that are brought to camp.
The Camp Everything Experience: Adventure, Discovery, Explorers

Camp Everything Camps are in different locations based on the campers’ entering grade. Adventure Camp (K-1) is at Harding Clubhouse, Discovery Camp (1-3) is at Castro Clubhouse, and Explorers Camp (4-8) is at Fairmont Clubhouse. Camper Everything Half Day (K-1) is located at Prospect Sierra. Each site is outfitted with games, sports equipment, art supplies and more.

Each week has a special theme at Camp Everything! There will be activities throughout the week that tie in with the theme as well as special activities on Fridays such as relays or carnival games. Camp Everything Themes and Spirit Days are listed on page 11 of the Summer Camp rECguide.

Camp Everything campers participate in organized outdoor games, swimming, field trips for older children and guest visitors for the youngest group. See rECguide at www.elcerrito.org/recguide for some of the specific special events and field trips that will be offered. Below are some of the activities your camper may participate in while at Camp Everything (all equipment provided).

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<thead>
<tr>
<th>SPORTS</th>
<th>FRISBEE</th>
<th>NATURE WALKS</th>
<th>RELAY RACES</th>
<th>CAPTURE THE FLAG</th>
</tr>
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<tbody>
<tr>
<td>SWIMMING</td>
<td>WATER GAMES</td>
<td>SONGS &amp; SKITS</td>
<td>SPLASH PARK</td>
<td>SCIENCE EXPERIMENTS</td>
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<td>BUBBLES</td>
<td>ARTS &amp; CRAFTS</td>
<td>KICKBALL</td>
<td>CHALK PLAY</td>
<td>BOARD GAMES</td>
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FIELD TRIPS for Discovery and Explorers! Each Thursday, Discovery Camp will enjoy either an excursion offsite, or a special event onsite. Explorers camp will enjoy one “mini” (local) field trip each Tuesday, as well as a bigger excursion on Thursdays. See page 13 of the rECguide for the list of excursions. Please note that some field trip venues may require proof of vaccination, in which case parents/guardians must send their camper to camp with a copy of their proof of vaccination.

Don’t want to attend the field trip? You may opt to keep your child home on field trip days if desired. Campers will not lose their space at camp for non-attendance. However, fees will not be prorated if a camper does not attend the field trip. If care is needed, the camper may utilize the Sports Camp full-day daily option (fees will still apply).

SWIM LESSONS AND RECREATION SWIMMING are part of the camp program. Adventure & Discovery Campers have instructional swimming included in their activities twice a week beginning Week 2. Adventure Campers visit the Splash Park twice per week, while Discovery Campers participate in Recreation Swim twice per week and will enjoy Splash Park visits as well. Explorer Campers enjoy Recreation Swim three times a week, and have field trips the other two days.

All campers will receive a free dry-wick camp shirt their first week of camp which must be worn on swim days for visibility and sun protection. Campers must be 48 inches tall to ride the water slide and must pass a swim test for entrance into the lap pool.

On swim days, pack a plastic bag for wet items, a towel, camp shirt/rash guard and additional sunscreen. All campers should come with sunscreen pre-applied. If it is possible to send your child to camp with their bathing suit on, that is best (please no one-piece bathing suits).

CAMP EVERYTHING SCHEDULE OUTLINE: Staff set an intentional and varying schedule for the week where each group will get to participate in a variety of activities. 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!

**Typical Onsite Camp Day:** Drop Off and Expectations (30 minutes) → First Activity Period (1 hour) → Snack (15 min) → Second Activity Period (1.25 hours) → Lunch (30 minutes) → Outdoor Free Play (30 minutes) → Siesta Reading/Quiet Play (30 minutes) → Third Activity Period (1.5 hours) → Snack (15 minutes) → Fourth Activity Period (1.5 hours) → Camp Closing: Group Circle & Pick Up (30 minutes)

Camp emails will go out the Thursday or Friday before camp with detailed information about the upcoming week’s activities. Copies of this information will be available Monday morning at drop-off as well.
Specialty Camps

Specialty Camps offer the opportunity for your child to explore age-appropriate activities and develop skills in specific subjects like visual & performing arts, athletics, engineering, science 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.

Most Specialty Camps are offered as All Day or Half Day (AM or PM) options.

**ALL DAY CAMPS:** Campers will remain with their camp from start to finish, including for lunch. All day camps typically begin at 9am and end at 4pm*. Parents/guardians must sign-out their child between 3:45-4pm.

*All Day Sports Camp goes until 5pm. Sign out is between 4:45-5pm.

**HALF DAY CAMPS:** Half day camps are typically 3 hours, and a great option for those new to the camp experience or for families who may only be seeking a few hours of care. Half day camps can also be paired to create a longer camp day, grade and space permitting.

- **AM Camps:** AM camps run from 9am-12pm*. Campers will have a snack break while at camp but will be picked up before lunch unless attending a PM camp that week as well. Sign-out is between 11:45am-12pm if your camper is not in a PM camp.
  *Sports Camp AM runs until 1pm.

- **PM Camps:** PM camps run from 1-4pm. Sign-out is between 3:45-4pm.*
  *Sports Camp PM runs until 5pm.

- **Pairing AM & PM Camps:** If your child is in an AM and PM camp during the week, they will attend "Lunch Bunch" between camps. Parents/guardians do not need to sign their child out of their AM camp if their child is enrolled in a PM camp that week. Instead, camp staff will sign them out and they will join "Lunch Bunch" at the Prospect Sierra campus (except for week one when Lunch Bunch will be at the Community Center). Campers will have the opportunity to eat their lunch from home and enjoy supervised free play or break time before being signed into their PM camp by City staff.

**MORE ON LUNCH BUNCH:** Campers enrolled in both AM and PM camps will automatically be signed up for this program at no extra charge. Please provide a **nut-free lunch** and a water bottle for your camper. No food items will be provided. **If your camper is enrolled in a half day camp or has a schedule change after the first day of the camp week, please notify the recreation office to confirm they have been added to the Lunch Bunch roster.** Please do not pick your camper up from Lunch Bunch. If you need to pick up early, please do so right at noon directly from your camper’s AM camp. Campers registered for only one half-day camp (only AM or only PM) are not eligible to attend Lunch Bunch.

**DROP-IN OPTION:** For those seeking care on individual days versus a whole week, Sports Camp will offer a "drop-in"/daily option. Registrations can be processed online in advance, or onsite at Sports Camp. Single day drop-in enrollments are only applicable to the All-Day Sports Camp (9am-5pm) and not half-day.

**MATERIALS FEE:** Some camps have an additional materials fee, indicated on promotional materials and enrollment receipts. They are due directly and made payable to the Instructor on the first day of camp.
COVID-19 Health & Safety
Sick campers 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, diarrhea, muscle/body aches, headache, runny nose and/or congestion.

Staff will be vigilant in monitoring symptoms and those who arrive to or become sick 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 or expressing signs of illness. Those who become sick while at camp will be separated from other campers.

Anyone with COVID-19 symptoms, regardless of vaccination status or previous infection, should self-isolate and test as soon as possible. Campers must remain in isolation while waiting for test results. If not tested, they should continue isolating for 10 days. All campers must be fever free for a full 24 hours with improving symptoms before returning to camp.

Masking: When applicable, face coverings must be worn in accordance with CDPH or Contra Costa County Guidelines. Masking may be required if a camper/camp group is considered exposed.

Camp Hygiene and Prevention Measures:
- Snack/lunch will be eaten outdoors
- Everyone will wash hands often with soap and water and may utilize hand sanitizer at times
- Cover coughs and sneezes and wash hands right after doing so
- For indoor camps, ventilation will be optimized. Strategies include keeping windows and doors open, equipping spaces with air purifiers with HEPA filtration, and/or use of HVAC systems/exhaust fans.

Positive COVID-19 Case at Camp: Staff and camp families are required to notify the El Cerrito Recreation Department if their camper tests positive for COVID-19 while enrolled in camp or over the weekend immediately following their camp week. Notifications should be emailed to tmelton@ci.el-cerrito.ca.us.

If a positive case is reported to the El Cerrito Recreation Department, staff will send a timely email notice to anyone identified to be a potential close contact. Personal information including names will not be disclosed in notifications, which by way of example only will read something like:

*We are sending this letter to inform you that a child or staff in your camp has tested positive for COVID-19. Records indicate that your child may have been exposed to this individual and is considered a “close contact.”*

Close contact notifications will include "next steps" on quarantine and testing, important dates, and contact information to Contra Costa County resources. "Next Steps” will be in accordance with CDPH Guidelines.

Quarantine & Isolation: Campers and staff are required to follow CDPH’s Guidance for Quarantine and Isolation if they test positive for COVID-19.

Non-COVID-19 Health Related Concerns

Accidents & Injuries: If a camper experiences an accident or injury at camp, staff will perform basic first aid. Small injuries or incidents may result in an "Ouch Report" for the parent at the end of the day to let them know what happened or may result in a call to the phone numbers listed for the parents/guardians at the time of the accident. 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 prior to calling the parent/guardian. If the parent/guardian cannot be immediately contacted staff will make every attempt to contact other emergency contacts listed.

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. The City does not provide accident insurance for campers. 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 after 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 at Camp: 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 tmelton@ci.el-cerrito.ca.us for a medication form. All medication must be in original packaging with labeled instructions from the prescribing doctor. When possible, please give one weeks’ notice so that supervisors can review provided information with site staff.

Making Camp a Place for Everyone!
Our team is experienced in working with families to address disabilities, allergies, special needs, fears and more. Parents are encouraged to keep an open line of communication with staff so that we can provide the best possible care for your child. If there is information that allows us to create a better, more accommodating experience for your child the best first step is contacting the program supervisor. Examples:

- Food Allergies: If your camper has a food allergy, we can advise families in your camp not to bring that food via our weekly newsletter
- Power Chairs/ADA Accessibility: Our staff can make sure families are clear on the most accessible routes to accessing their camp site and accessible restrooms. We can ensure tables of the appropriate height and enough chair space is made available inside the camp site, as well as discuss any other accommodation that may be needed.
- Camp Aides: If your child requires an aide in the classroom, our experience is that they require an aide at camp too (exceptions are at the discretion of the Recreation Supervisor). Aides are welcome in our program, and we are happy to assist with camp readiness and the required background check process.
Sun Protection at Camp
Camp staff cannot apply sunscreen for your camper. They will give reminders throughout the day including before and after swim center use, at lunch time, and at afternoon snack time. Here are more tips to help with sun safety:

- Your camper should arrive with a thick layer of sunscreen applied before camp begins.
- Apply a heavy sunscreen that stays on well and send that with your camper for re-application.
- Hats are highly recommended, and please feel free to let staff know to remind your child to keep a hat on if that is important to you.
- Keep shoulders covered. Some campers may want to wear tank top shirts and the tops of the shoulders are one of the first areas to burn as they face the sun directly. High coverage clothing with breathable, lightweight fabric is best.
- Camp Everything Campers will receive ONE dry-wick t-shirt during their first week of camp with us. These shirts are for swim days to provide an extra layer of sun protection.
- Practice sunscreen application before camp starts so your camper is used to the routine ahead of time.

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 the 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 are not able to release children to adults who show visible or obvious signs of intoxication.
- 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 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, have limited access to program facilities and may only be permitted in designated areas of program sites. Because of this, it is important to stay in communication with your staff team and provide questions, comments, and feedback 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.
**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, staff 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.
**Camp Locations**

**Camp Everything Explorers: Fairmont Clubhouse** (715 Lexington Ave.)

- Stockton Ave. heading towards San Pablo Ave.
- No Access
- Camp Location
- Eureka Ave. heading towards San Pablo Ave.
- Drop Off & Pick Up Area (Eureka Ave.)

**Camp Everything Adventure: Harding Clubhouse** (7115 C Street)

- Fairmount Ave. heading towards San Pablo Ave.
- Ashbury Ave. heading towards Albany
- Camp Location
- Drop Off & Pick Up Area (C Street)
2023 Maps

Camp Everything Discovery: Castro Clubhouse (1420 Norvell St.)

- Gladys Ave. heading towards Richmond St.
- No Access
- Camp Location
- Drop Off & Pick Up Area (Norvell Street)

Specialty Camps & Camp Everything Half Day: Prospect Sierra Middle School (960 Avis Dr.)

- No Access
- Tennis Camp Location
- Prospect Sierra Drop Off & Pick Up Area (Avis Dr.)
- Use crosswalk!
- Prospect Sierra Camp Locations

Other Specialty Camp Locations
- Community Center (7007 Moeser) Gymnastics & Week 1 Camps
- Cerrito Vista Park (950 Pomona) Sports Camp (drop off & pick up near playground/restrooms)
- Other Camps (drop off & pick up near right field at corner of Moeser & Pomona)