

# SAN LEANDRO RECREATION

Dear Chabot Day Camp Families,

Thank you for choosing the City of San Leandro's Chabot Day Camp. Serpent, Boulder, Giraffe and the rest of our amazing counselor team are super excited to have you at camp this summer! We hope to make it one of the most memorable summers yet! YAY!

Our director team, Serpent, Boulder and Giraffe, each spent their summers as campers. It's crazy to believe that it's Serpent and Boulder's 20<sup>th</sup> and Giraffe's 15<sup>th</sup> summer at camp. From the beginning, our dream was to one day wear the blue polo. Growing up, we admired our counselors as they were integral in our growth and development. They created the environment that we all consider our second home. They were our inspiration to one day work at camp. So as soon as became eligible to be CIT's, we all jumped at the opportunity to volunteer our summers. In 2017, Serpent and Boulder were hired, and Giraffe became staff in 2021. We finally earned the coveted blue polo! We then made it our mission to create that same magic that we all experienced as campers!

Through our summers as counselors, we learned everything about how to facilitate the most exciting and memorable camper experience. We are very excited to be returning to camp this summer to serve as Directors. We cannot wait to kick off this awesome summer and share that camp spirit with everyone! We are excited to see you all on the first day of camp!

We remain dedicated to providing a specially designed day camp program that is safe and fun for our day camp community. This handbook will outline all updated policies and procedures as well as identify additional precautions we will be taking to ensure the health and safety of our camp community.

Chabot Day Camp will include experiences, procedures, and protocols that may be new to some families and staff. To ensure the best possible experience for your camper, we ask that you **carefully review this handbook as it contains important information to help you prepare.**

Day Camp staff strive to provide programs and activities that foster a positive self-esteem, spark a curiosity and appreciation for nature, build teambuilding skills, and strengthen each camper's sense of belonging. Chabot Park provides us with a wonderful and adventurous space for your camper to learn from the environment around them and blossom as an individual through those experiences. We look forward to having fun in the park creating new traditions while also celebrating Chabot Day Camp favorites.

If you have questions after reading through the handbook, then please contact Recreation Supervisor, Liz "Skippy" Hodgins at (510) 577-3473 or [ehodgins@sanleandro.org](mailto:ehodgins@sanleandro.org).

We hope you and your camper are ready for an awesome, exciting, and memorable summer. We are excited to kick off the summer season and have a fantastic and magical time in Chabot Park!

Thank you,

Serpent, Boulder, and Giraffe





# Welcome!

To access this handbook, weekly activities calendar, and the lunch schedule online, visit:

[sanleandro.org/chabotdaycamp](http://sanleandro.org/chabotdaycamp)

PROGRAM LOCATION
<b>Chabot Park</b> 1798 Estudillo Ave San Leandro, CA 94577
HOURS OF OPERATION
<b>Monday – Friday</b> <b>8:30am – 3:00pm</b> Extended Care 3:00-6:00pm <b>June 19 – August 11</b> Closed July 3-4 in observance of Independence Day Closure dates subject to change
CONTACT INFORMATION
<b>Day Camp Phone:</b> 510-495-4506 <b>Recreation Supervisor: Liz “Skippy” Hodgins</b> <a href="mailto:Ehodgins@sanleandro.org">Ehodgins@sanleandro.org</a> 510-577-3473

To make the first day of camp easy, we have enclosed information for you to **read, sign, and turn into ePACT (online emergency network) before the first day of camp.**

The following information and forms are included in this packet:

- |                                         |                                                             |
|-----------------------------------------|-------------------------------------------------------------|
| 1. <b>Welcome Letter</b>                | (Please keep for your information)                          |
| 2. <b>This page!</b>                    | (Please keep for your information)                          |
| 3. <b>Camp Information and Policies</b> | (Please keep for your information)                          |
| 4. <b>COVID-19 Related Concerns</b>     | (Please keep for your information)                          |
| 5. <b>Camper Drop-Off &amp; Pick-Up</b> | (Please keep for your information)                          |
| 6. <b>Parental/Guardian Agreement</b>   | (Read, Initial, Sign, and <b>Complete/Submit on ePACT</b> ) |
| 7. <b>Anti-Bullying Agreement</b>       | (Read and <b>Complete/Submit on ePACT</b> )                 |
| 8. <b>Emergency Information Form</b>    | ( <b>Complete/Submit on ePACT</b> )                         |

# Camp Information and Policies

## Things to Bring to Camp!

On the first day of camp, please be sure you have completed the emergency information form, parental/guardian agreement, and anti-bullying agreement on ePACT.

- Comfortable clothing that can (and WILL) get dirty – we are outdoors all day!
- Closed-toe shoes – absolutely no sandals or Crocs
- Bag or backpack
- Sunscreen
  - *Please remember to put sunscreen on your camper in the morning – camp staff are not allowed to assist campers in sunscreen application.*
- Beach towel
- Refillable water bottle (water sources on site)
- Healthy snack: lunch will be provided but campers are welcome to bring their own food
- Hat

And of course, camp spirit!

## What NOT to Bring to Camp!

Campers should not bring electronics, trading cards, family heirlooms, money or toys to camp. The San Leandro Recreation Division, including staff, are NOT responsible for any items that are brought to camp. To minimize the risk of losing something special, just leave the item at home!

## Camp Activities & Calendars

A typical day at camp will include songs, group games, arts and crafts, teambuilding exercises, hikes, and special events. **We will post weekly calendars online that give you a hint as to what the session will hold, including theme days, exciting activities, and crafts.** We aim to include activities that appeal to the interests of all campers, so some activities may be subject to change due to camper input. We encourage campers to dress up for theme days, as participation will have an impact on enhancing the overall camp experience.

## Camp Buddies & Small Groups

If you prefer that your child be grouped with a certain friend or family member, there will be an opportunity for that on the first morning of camp. Campers will be separated by age category and then asked to stand next to a person that they would like to be grouped with. Small groups will be formed, and these groups will remain together for the duration of the camp session. We encourage campers to explore new friendships and branch out to other groups. Participants who wish to change groups should inform Serpent, Boulder, or Giraffe, Day Camp Directors.

## Family Night

We are excited to share that Family Night is back this summer! YAY! Family Night is an awesome opportunity for camp families to gather, socialize, eat dinner, sing songs, and watch camper skits. We will host Family Night on the second Wednesday of each session. The Tiny and Little Trees show will begin at 6pm and the Big Trees and Driftwood performances will start at 7pm.

## Snacks and Lunch

All campers must bring their own healthy snacks, as camp does not provide snacks. Please send only non-perishable items, as refrigeration is not available. Thanks to the San Leandro Unified School District, lunch is provided each day. Campers are welcome to bring their own lunch. If you would like your camper to have the provided lunch, then please let us know on the first day at sign in so we can provide a headcount to the lunch provider. When packing food for your camper, please be mindful of the bees who swarm certain meat products (ex. salami, turkey, ham). Counselors will check in with families should there be any issues.

## **Field Trips/Permission Slips**

All children **MUST** have permission for any and all field trips that they wish to attend. Permission slips must be signed through ePACT network. Permission slips are due no later than the morning of the field trip or your child may not be permitted to attend.

Participants will receive a camp shirt the morning of the field trip, and they are required to wear the shirt that entire day. Campers without camp t-shirts will not be allowed to go on field trips and additional t-shirts will not be available. Campers may bring their own spending money, but counselors are not responsible for camper's money. All campers receive their camp t-shirts the day of the field trip even if your child is not going on the field trip.

The program will **NOT** provide care for campers who do not wish to attend the trips or who have not completed the field trip waiver. **Campers must be onsite by 9am on field trip days.** Field trip days may go past the 3pm standard pick-up time, but if that's the case then you'll be notified.

## **Camp Shirts**

All campers will receive a **one** camp T-shirt for the summer. **Camp shirts must be worn on all field trip days.**

## **Craft Donations**

Chabot aims to be as sustainable as possible. To create upcycled art, we ask that you please donate any supplies that we can use...think empty TP and paper towel rolls, egg cartons, glass jars, plastic water bottles.

## **Lost & Found**

Please label items with your camper's name so that we can do our best to return lost items to the right camper or guardian. Campers will rotate park locations throughout the day and 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. Lost & Found items will be stored at camp for the duration of the summer program. Please contact us at 510-495-4506 to inquire about a lost item.

## **Late Pick-Up Policy and Fees**

While camp ends at 3pm, we will start the pick-up process at 2:45pm. Campers must be signed out before 3:15pm. If your camper remains at the program site after sign-out, then they will be signed into extended care. After the first late pick-up, you will receive a written warning. If there are any subsequent late pick-ups, then the parent/guardian will be responsible for paying the extended care camp fee. If a child has not been picked up by 6:20pm, the San Leandro Police will be called.

## **Cancellations**

Withdrawals/cancellations must occur before the second day of camp and will result in a \$25 fee to cover materials & supplies. Should a camper miss camp for a medical reason, the refund amount will be on a prorated basis for the remaining days of the session.

## **Camp Behavior Management Policy**

Camp should be an enjoyable experience for all participants and staff. Campers will be expected to follow the rules of the program for their safety as well as the safety of others. Campers who continually disrupt the group or exhibit unacceptable behavior may be removed from activities. In extreme situations, campers may be suspended from the program. If you would like a copy of our behavior management policy, please let us know.

## **Bullying Prevention**

Bullying is any intentional hurtful act, committed by one or more persons against another, and will not be tolerated. Bullying occurs when there is an imbalance of power between a bully and victim. The main types of bullying include:

1. Physical - punching, hitting, shoving, stealing personal things, or getting into someone's personal space when asked not to
2. Verbal - name calling, hurtful teasing, taunting, unwanted nicknames, gossiping
3. Relational - exclusion, humiliation, blackmailing, manipulating friendships
4. Cyber – through social media and other technology

At Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. We aim to create a space where everyone feels valued and safe, so we encourage campers to let staff know when they observe or experience any form of bullying. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication and ensure that every person has the best possible experience at camp.

## **Emergency Information**

For the past few summers, we have used an online form to collect emergency information: ePACT. You are required to submit the camper's emergency information and campers cannot participate without the complete submission of this form. You will receive an email with instructions on how to complete the online form. Information collected includes (but not limited to) emergency contacts, individuals authorized to pick up, medical information, and other relevant behavioral and health information.

## **Medication**

If your camper must take medication while at camp, then please inform camp staff on the first day of the session. The medication must be in its original container with the prescription clearly labeled by the physician. Please keep medication with your camper and in a secure container.

## **Illness**

Per CDC and Alameda County Public Health guidelines, campers who are/or become ill while at camp will be placed in a safe isolated area where staff will then contact a parent/guardian to come and pick up the camper. The program is not set up to care for ill children, so it is important to tend to your camper in a timely manner.

## **Camper & Staff Hygiene**

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

- Campers and Staff will wash hands often with soap and water, especially if visibly dirty. 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.
- All campers and staff should cover coughs and sneezes with a tissue or elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- All children and staff should engage in proper hand hygiene at the following times: before and after eating or handling food, after using the restroom, or after handling garbage. After assisting children with handwashing, staff will also wash their hands.

## **Water**

To prevent heat related illnesses, we will be taking water breaks throughout the day and do most of our activities in the shade. There will also be water onsite for campers.

## Evaluations

Day Camp evaluations will be sent out electronically this summer. Please keep an eye out for an email that will include the link to complete the brief evaluation form. This is one of your opportunities to share your family's experience with us along with any ongoing thoughts or concerns. We encourage you to complete and return evaluations as we value and utilize your feedback.

## Camp Staff

All Camp staff are high school graduates or at least 18 years old and have previous experience working with children. Camp staff have passed a background check, are currently certified in CPR and First Aid, TB tested, and have completed 10+ hours of pre-camp training.

## Communication

Communication between staff and families is vital to the success of our program. Please feel free to speak with staff about any concerns that you may have. If a meeting becomes necessary, then please contact Recreation Supervisor, Liz "Skippy" Hodgins, who will arrange a meeting. We appreciate your feedback.

## Family Concerns

If at any time you are concerned about one of our staff or our program, then please discuss your concern with Liz "Skippy" Hodgins, Recreation Supervisor. Send an email to [ehodgins@sanleandro.org](mailto:ehodgins@sanleandro.org) or call (510) 577-3473.

## COVID-19 Related Concerns

### Health Screenings

Throughout the day, if campers experience symptoms of illness at any point, the San Leandro Recreation Division reserves the right to contact parents/guardians and require immediate pick-up from the program.

### Stay home when Sick

Staff and campers should stay home when they are sick. If a camper or staff member has a new cough or other illness symptoms, they should not come to camp even if they have no fever. It is not uncommon for people with COVID-19 to have a cough without fever, especially early in the course of illness.

### When It's Safe to Return to Camp

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
Everyone, regardless of vaccination status. Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.	<ul style="list-style-type: none"><li>• Test within 3-5 days after last exposure.</li><li>• Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</li><li>• Strongly encouraged to get vaccinated or boosted.</li><li>• <b>If symptoms develop, then test and stay home.</b></li><li>• If test result is positive, then please notify camp staff.</li></ul>

## **Camper Drop-off & Pick-Up**

Notes about traffic, congestion, the one-lane bridge, and more!

For the safety of all our campers, we require that all campers be signed in and out by an authorized adult each day. Camp Staff will be available during sign in and out for any questions or concerns that you may have. Please be prepared to show your valid ID. Thank you for helping us keep your campers safe.

Campers will be permitted to leave with an adult parent/guardian once staff has checked ID, recorded who picked up the camper and at what time. Adults must be on the authorized pick up list.

In response to high volume drop-off and pick-up situations we have had in the past, we have a few suggestions to hopefully alleviate some of the traffic during the drop-off and pick-up process of camp.

With your help and cooperation, our goal is to have a safe and smooth flow of families traveling in and out of the campgrounds. We have created a staggered drop-off and pick-up schedule to minimize the congestion of vehicles at the one lane bridge.

1 <sup>st</sup> Staggered Group		2 <sup>nd</sup> Staggered Group	
<b>Tiny/Little Tree Drop-Off</b>	<b>Tiny/Little Tree Pick-Up</b>	<b>Big Tree Drop-Off</b>	<b>Big Tree Pick-Up</b>
<b>8:30-8:40 AM</b>	<b>2:40-2:50 PM</b>	<b>8:40- 8:50 AM</b>	<b>2:50-3:00 PM</b>

Despite careful precautions and advance preparation to avoid backups, please be advised that the potential remains, so please allow adequate time. We are asking for your patience, especially on the first day as we welcome your incoming campers.

Please follow the bridge rules:

1. Drive slowly – pedestrians are outside the park, on the bridge, and inside the park – please be mindful of other lives. Safety is number one.
  - a. Max speed limit is 5 MPH as you approach the bridge and in the park.
2. STOP at either end of the ONE LANE BRIDGE to make sure the bridge is completely clear before proceeding
3. Take direction from volunteers and/or staff directing traffic on the bridge. They are there to make the traffic run as smooth as possible.
4. Be courteous and patient
5. Allow plenty of time to account for traffic

Please expect large crowds and follow these recommendations:

- Please arrive only at your camper's specific time frame
- If you have a camper in more than one age group, you may come at the drop off time that works best for you
- **Please park on Estudillo Avenue (outside of the park and walk in) if you plan on being at camp for more than 5 minutes**
- Be mindful of other vehicles in the parking lot and do your best not to block others in
- CARPOOLING IS STRONGLY ENCOURAGED!

Thank you in advance for your understanding and cooperation in this matter. We look forward to seeing you all! If you have any questions or concerns, please feel free to call Recreation Supervisor, Liz "Skippy" Hodgins, at [ehodgins@sanleandro.org](mailto:ehodgins@sanleandro.org) or (510) 577-3473.

# PARENTAL/GUARDIAN AGREEMENT



**I understand the following items listed below and agree to the conditions.**

1. I agree that I have read, understand, and agree to abide by the policies of the Day Camp program as stated on the Day Camp Information Sheet. \_\_\_\_\_ (Initial)
2. I understand that all campers **MUST** be signed in and out each day by an authorized adult who is carrying a valid photo ID. I further understand that the person(s) whom I authorize to pick up my child (names on the emergency form and in ePact) must be at least eighteen years old in age. (Parents/guardians of 8<sup>th</sup> and 9<sup>th</sup> grade campers, CITs, and JCs have the option to complete and sign a Walking Permission slip to allow their child to arrive/sign-in and leave/sign-out of camp on their own.) \_\_\_\_\_ (Initial)
3. I understand that any items that are lost or stolen are the responsibility of my child and not the staff of Day Camp. \_\_\_\_\_ (Initial)
4. I understand that my child needs to bring his/her own healthy snack every day to Day Camp, as Day Camp does not provide snack. Food allergies are common, and I will let the Camp Director know in my child's emergency form if my child has a food allergy. \_\_\_\_\_ (Initial)
5. I understand that my child can be placed on "time-out", suspended and/or expelled from the program for severe or chronic misbehavior. I understand that I will be notified and given copies of written documentation by staff in regards to incidents that occur. I also understand that my child and I can be called into a conference with the program supervisor to discuss possible solutions to continual situations. \_\_\_\_\_ (Initial)
6. I understand that at the end of the Day Camp program, if my child(ren) remains at the program site after 3:15pm, they will be signed into extended care (if there is one available) and the parent/guardian will be responsible for paying the extended care camp fee. I understand that children who are not signed out by 6:20PM will be released to the San Leandro Police Department. I understand the late fee policies and agree to abide by them as stated. \_\_\_\_\_ (Initial)
7. Release of Liability and Photograph Waiver: In consideration of my (and/or my child's/children's) participation in this activity, I hereby agree to indemnify and hold the City of San Leandro ("City") harmless, and release and discharge the City, its employees, representatives, volunteers agents, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, illness, or loss which I (he/she) may suffer arising out of or in any way connected to my (our) participation in the above program, including, but not limited to, any and all liability arising from accident, injury, illness, or loss arising out of or in any way connected to COVID-19 that may arise in connection to participation in this activity. I (we) also will follow the rules and regulations set by the City and above listed parties. Parent or guardian must sign for anyone age 18 and under. I acknowledge that the City takes photographs or other recordings of its activities and events for publicity, and I do hereby grant and give these groups the right to use my or my child's/children's photograph or image with or without my or my child's/children's names, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto.

**Parent/Guardian Printed Name:**

**Child(ren)'s Name(s)**

**Parent/Guardian Signature:**

**Date:** \_\_\_\_\_



# ANTI-BULLYING POLICY AGREEMENT



Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another either physically, emotionally, or psychologically. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At Day Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. Our camp philosophy is based on our mission statement which ensures that every camper has the opportunity to have fun, make new friendships and life experiences. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great summer within the City of San Leandro summer camp programs.

I have read this policy with my child and understand that any form of bullying will not be tolerated within the City of San Leandro Summer Camp Programs.

**Parent/Guardian Printed Name:**

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**Child(ren)'s Name(s)**

**Parent/Guardian Signature:**

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**Date:** 

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**Emergency Identification and Information**  
*To be completed by parent or guardian*

Name of Program or Camp: \_\_\_\_\_ Year: \_\_\_\_\_

Child's Name		Phone
Child's Address		Child's birthdate
Parent/Guardian 1 Name		
Cell phone	Work phone	Home phone
Parent/Guardian 2 Name		
Cell phone	Work phone	Home phone
Name of person responsible for child (i.e., parent/guardian)	Home phone	Cell phone

**Please list any medical or special conditions about your child that we should know. Please include any information which would be helpful to staff in understanding and caring for your child: (i.e. allergies)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Health Insurance Provider:**

**List below emergency contacts and other persons authorized to pick up your child from the program.**

Child will **NOT** be allowed to leave with any other person without written authorization from the parent or guardian.  
All persons listed must be at least 18 years of age.

Name	Cell Phone	Daytime phone	Relationship

**San Leandro Recreation personnel are authorized to use their discretion to secure the necessary emergency services for my child at my expense. This includes emergency medical treatment, paramedic services, and ambulance service.**

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_