



Hayward Area Recreation and Park District

Dear Parents and Participants,

We want to welcome you and your child to our Summer Camp Programs!

Attached you will find the Parent Handbook containing important information we require you to review before your child may participate in the program. Please take a few moments to read over the information. This summer we are excited to offer the following programs:

- **East Ave Summer Camp**
 - East Avenue Park, 3221 East Avenue, Hayward
- **Wildlife Camp**
 - Sulphur Creek Nature Center, 1801 D Street, Hayward
- **Bay & Fishing Camps**
 - Hayward Shoreline Interpretive Center, 4901 Breakwater Avenue, Hayward

Hayward Area Recreation and Park District (H.A.R.D) uses the ePACT Network for superior safety. This feature makes it far easier for you to share emergency information with us electronically. You should receive an email invitation to set up your child in the system. Should you have any questions regarding the creation of your account, sharing your information, and navigating your account, please contact ePACT support at help@epactnetwork.com or (855) 773-7228 ext. 1 to speak with the Customer Success team.

Once again, we are excited to have your child join us this summer and look forward to providing them with enjoyable and memorable experience. If you have any further questions or concerns, please contact me at VarD@HaywardRec.org.

Sincerely,

Deb Varner
Recreation Coordinator II

Enclosures:

- | | |
|------------------------------|---------------------------|
| • Parent Handbook | Keep for your information |
| • Behavior Management Policy | Keep for your information |

Here's to a fun filled summer with H.A.R.D.!



Hayward Area Recreation and Park District

Parent Handbook

Our staff is dedicated to the development and well-being of your child. We will provide your child with compassion, patience, learning opportunities, and most of all a safe and fun experience. **Please let us know if your child has any accommodations** that will help us in providing them with the best possible experience, please review the **Access for All** program below. This way staff and parents can function as a team and focus on your child's development, safety and learning of new skills. H.A.R.D is a place for families, and it is our intent to do everything possible to help strengthen and support your family.

It is our hope that each child's experiences at our programs will foster creativity and build self-confidence. We are always available for and open to discussion and suggestions. As a team, we seek to improve the quality of life for our children and families in our community.

Access for All

H.A.R.D. is committed to providing specific access needs for safe participation in programs and activities to our public. We are committed to consideration of requests that do not constitute a fundamental alteration, undue financial burden and or pose a threat to the participant's safety or safety of others. Please submit a request at least 10 business days prior to scheduled activity for consideration of accommodation. Please call (510) 881-6700 for more information or visit our website at haywardrec.org. For more information [visit our website](#).

ePACT Medical Record Information

To ensure the safety of all children in the program, we require that the Registration and Emergency Forms be filled out completely and submitted via ePACT before the child can participate in the program.

Activities

For safety reasons, we ask that no non-essential personal items be brought into the facility unless pre-approved by site leadership. Staff will provide structured activities that are designed with each child's health and safety in mind. The schedule will reflect high intensity, low intensity, educational and recreational programming. We encourage our participants to try new activities and come with an open mind.

Field trips

Any off-site excursions will be posted weekly and may require parents/guardians to sign and initial the parental agreement prior to participating. Campers **MUST** wear their camp shirt on fieldtrip days. Please note, schedule is subject to change. It is imperative that your child arrives on time. If your camp is scheduled for a field trip, the site will be closed for the duration of trip. If your child is opting out of the fieldtrip, please contact EastAveCamps@HaywardRec.org for East Ave Camp or NatureEd@HaywardRec.org for Wildlife Camp to let us know. Where available, alternative arrangements may be made for your child, otherwise they are able to stay home and join us again the following day.

Check-In/Check-Out Procedures

An area for check-in and check-out of program participants will be setup to ensure that all staff are able to greet parents and participants.



Hayward Area Recreation and Park District

Illness/Injury

We want to maintain a healthy and safe environment in the program. To do this, please do not send your child to the program if they are sick. "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, runny nose, shortness of breath, fever (temp 100°F or higher), sore throat, chills, vomiting, and/or diarrhea. Should your child develop any of the symptoms above, please contact us at (510) 881-6700 or at EastAveCamps@HaywardRec.org or NatureEd@HaywardRec.org for Wildlife Camp, or Shoreline@HaywardRec.org for Bay & Fishing Camp.

Staff will be vigilant in monitoring symptoms in children and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above). Children & Staff who arrive sick or become sick while at program will be sent home as soon as possible.

If your child is/or becomes ill while in our program, they will be moved to a resting station (Isolation Area) and the staff will contact you to pick them up. The program is not set up to care for ill children, so it is important for you to pick up your child within one hour of the being notified. Each incident where a child, staff, or instructor may have encountered an individual who has been diagnosed with a contagious illness will be addressed on a case-by-case working with the Recreation, Arts and Community Services Director and the HR Division Manager due to multiple factors. Any program can be cancelled due to an illness in the program or a change in State, County, or Federal guidelines. Refunds are not provided for missed classes.

It is extremely important that you notify the Hayward Area Recreation and Park District of any changes in your work or emergency phone numbers.

Lunch/Snacks

H.A.R.D. promotes a healthy and nutritious snack program. This calls for a "team approach" between staff and parents. This program encourages active support from parents by eliminating sweet snacks and replacing them with nutritious options. The development of positive attitudes toward foods is the basis for the practice of healthful dietary patterns. Parents are asked to pack their child a healthy nutritious lunch and two snacks to have throughout the day. Please note, your child should only bring ready to eat snacks and meals. We will not be able to reheat or prepare individual snacks for each participant. **Please assist us in offering a sustainable program by packing lunches in reusable items.**

Dress Code

To be able to fully experience the summer program, your child is required to wear closed-toed, rubber soled shoes. In addition, they should wear PLAY CLOTHES. It is recommended to dress in layers as morning programs may be cold and foggy and later in the day become hot and sunny.

Rainy Day Policy

H.A.R.D. may cancel camp for any significant weather situations to ensure the safety of a campers and staff. Pro-rated refunds will be offered in the event of cancelation.

Staff

All staff will adhere to the illness policy above. Our staff is trained in safety protocols and procedures. Each staff person is certified in First Aid, AED and CPR. Additionally, camp staff members participate in trainings to enhance their knowledge and skills in working with children including: dealing with behavioral issues, mandated child protective services reporting, CDC and County guidelines for maintaining safe, clean and healthy facilities and programs.



Hayward Area Recreation and Park District

Late Policy

For the comfort and security of your child, it is imperative that your child be picked up from the program within ten minutes of camp ending. *Parents who pick up a child late more than two times may be terminated from the program session with no refund.* Late parents may be assessed any of the following charges based on the amount of time he or she is late per family.

| Amount of Time | Fee |
|-------------------------------|--|
| 0-10 Minutes | Grace Period (No Charge) |
| 11-15 Minutes | \$10 |
| 16-30 Minutes | \$25 |
| 31-60 Minutes | \$50 |
| More than 60 Minutes (1 Hour) | Custody transferred to the appropriate police department |

Camp Surveys

Camp Surveys will be provided to you via Survey Monkey at the end of each session. This is your opportunity to share you and your child's experience with us. We encourage you to complete the surveys as we value and utilize your feedback.

Phone and Cellphone use

It is the policy of H.A.R.D. that our telephones are for business calls only. We do allow the participants to make phone calls to their parents when necessary. If there is a real emergency, staff will contact you ourselves. We will not permit personal cell use during camp as it distracts campers from their program experience and may be lost or damaged. HARD is not responsible nor liable for damage to participant cell phones, and the use or security of said phones.



Hayward Area Recreation and Park District

Program Behavior Management Policy

The Hayward Area Recreation and Park District Rec Innovation Summer Camp has adopted the following behavior management policy:

Expectations:

- Your child is to be respectful, courteous, and considerate towards children, staff and property.
- Your child is to be responsible for themselves.
- Your child is to learn to make positive choices that build self-esteem and skills.
- Your child is to participate in all activities with an open and positive attitude

Unacceptable Behaviors:

- If your child harms other children or staff
- If your child is harming himself or herself.
- If your child causes destruction to property.
- If your child is continuously unable to adhere to program guidelines.
- If your child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity, and threats.

General Standards for Positive Guidance:

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Guidance sets developmentally appropriate guidelines for children.

Staff will use a positive, teaching form of guidance:

- Staff will continually remind children of program expectations
- Children are redirected to other activities when behavior contradicts program expectations. Parents will be kept informed of their child's progress.
- When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken.
 1. Documenting the behavior on an Incident Report.
 2. Parent called to pick the child up from the program.
 3. If a second incident report is issued within a two-day period, the child will be suspended from the program for one day and a conference with the parent, Instructor/Staff and Recreation Supervisor will be scheduled before the child can return to the program.
 4. If a child receives another incident report within another week, they may be terminated from the program for the remainder of the summer without a refund.
- Special circumstance, when a camper has a negative impact on camp climate (any violent physical or verbal aggression either on a person or object), suspension may be considered and reviewed by Recreation Coordinator on a case-by-case basis.
 - If you receive a call regarding this matter, please be prepared to come and pick your child at the center immediately (within the hour). Again, no refunds will be issued.