



Hayward Area Recreation and Park District

Dear Parents and Participants,

I want to welcome you and your child to our Park Explorers Summer Camp!

Attached you will find the Parent Handbook containing important information required to review before your child may participate in camp. Please take a few moments to read over the information. This summer I am excited to offer the **Park Explorers Summer Camp** at 6 locations throughout the district.

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. 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, I am excited to have your child join us this summer and look forward to providing them with an enjoyable and memorable camp experience. If you have any further questions or concerns, please contact me at TibJ@HaywardRec.org.

Sincerely,

Jennifer Tibbetts
Recreation Coordinator II

Enclosures:

- Parent Handbook
- Behavior Management Policy

Keep for your information
Keep for your information

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



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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 special accommodations** that will help us in providing them with the best possible experience. 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.

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 camp staff. 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.

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.

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 parkexplorers@haywardrec.org.

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



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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 contact 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 the “cookie and punch” snack and replacing it with nutritious snacks. The development of positive attitudes toward foods is the basis for the practice of healthy 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 participants. **Please assist us in offering a sustainable program by packing lunches in reusable items. A refillable water bottle labeled with your child’s name should also be brought to camp each day.**

Dress Code

To be able to fully experience the summer camp 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. Hats are also recommended for outdoor play. Please be sure to label clothing with your child’s name.

Raining 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, all camp staff participates 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.

Late Policy

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

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.



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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.



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Program Behavior Management Policy

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

Expectations:

- Your child is to be respectful, courteous, and considerate towards all 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 mind 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 and follow staff directions.
- 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, Camp Director 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 camp immediately (within the hour). Again, no refunds will be issued.