



## Parent Packet

Willow, Buckeye, Acorn, Arrowhead

Camp Willow Director: Connor Jamieson

Camp Buckeye Director: Micha Blake

Camp Acorn Director: Isabelle Crowhurst

Camp Arrowhead Director: Casey Cooper

***Welcome to camp! We have planned an exciting summer of outdoor fun and adventure this year. This packet is designed to answer some commonly asked questions. Please read it thoroughly and keep it for an easy reference. If you have questions not covered here, please feel free to call at any time.***

***A message from your Explorer Camps Supervisor, Dannie Blake:*** Hello Explorers and Parents! My name is Dannie, and I'll be your Camp Supervisor this summer. This is my ninth summer working at the Marinwood Summer Camps after attending the camp since I was five years old. This will be my fourth year as a supervisor and my second year as the Explorers' supervisor. I have held every camp position from learning the ways as a C.I.T. to being a director a few years ago. Last year, I had such a great experience and I look forward to seeing what this summer brings. I hope to work closely with the directors and counselors to help create an unforgettable summer for both the campers and staff. My job is to make sure you and your family has everything you need in order to have a great summer with us. Please feel free to contact me before or during the summer at [dblake@marinwood.org](mailto:dblake@marinwood.org) with any questions or concerns. Looking forward to seeing you around this summer!

### **Contact Information:**

If you have any questions or concerns, please contact Dannie at [dblake@marinwood.org](mailto:dblake@marinwood.org) or call the Marinwood Community Center office at (415) 479-0775.

### **Email Newsletters:**

Every week, the camp supervisor will send out an email containing useful information about camp. This information is mostly covered in this parent packet; however, we wanted to make it available to you in “bite-sized” pieces to make it easier to remember. Topics will include information about the check-in and check-out process, information about each week’s activities and theme, special event days and more. **Please make sure that we have your email address in our system so you do not miss out on any pertinent information and reminders.** Email will be the main way that we communicate with you over the summer.

### **Meeting spot:**

Look for your camp’s banner and camp color in the Marinwood Park near the Community Center.

### **Check-In:**

- Campers must be checked in with the camp director.

- For camps that begin at 9:00am: check-in will take place from 8:50-9:15am
- For camps that begin at 9:15am: check-in will take place from 9:10-9:30am

If you need to drop off your camper earlier, Marinwood offers Before Care beginning at 7:30am. Please do not drop your child off any earlier as there will be no supervision available unless your child is enrolled in Before Care. When dropping off your child, please make sure to **verbally check-in** your child with the director. **If you drop your child off at a swim lesson, tennis or another activity before checking in with camp, it is your responsibility to let the Camp Director know so that they can pick you child up from the activity.**

#### **Check-out:**

- Campers must be checked out by camp staff.
- For camps that end at 3:00pm: checkout will take place from 2:50-3:05pm
- For camps that end at 3:15pm: checkout will take place from 3:05-3:20pm

If your camper is not checked out by those times, they will be sent to After Care and you will be charged a late fee of \$10. If your camper is not picked up by 3:30pm, you will be charged the full amount of After Care drop-in. If you are stuck in traffic or running late, notify the community center as soon as possible so your child does not worry. When picking-up your child, please make sure to **verbally check-out** your child with the counselor. **Please do not assume** they saw you take your child. Please take the time to stop and check them out with staff. Your child will only be released to those listed on the "Parent Pick Up" form.

#### **Parking:**

Please be very careful driving in the parking lot, as many children will be present. **Do not double park or park along red, blue, reserved or circular curbs.** Parking in non-permissible places creates traffic and unsafe conditions for your children. Please instruct your children to walk when approaching or leaving your vehicle and to be careful when walking between cars. **Please remember to obey all traffic laws and drive carefully around the Community Center.**

#### **What to bring:**

##### **Backpack:**

A labeled backpack is the best way to keep track of your child's belongings.

##### **T-Shirts:**

Monday-Friday Campers: will receive TWO free t-shirts per summer.

**For added safety, campers are required to wear their shirt every day of camp. No jackets are permitted over the t-shirt. A long sleeve shirt or sweatshirt may be worn UNDER the camp shirt.** If your child forgets his/her shirt, they will be issued another shirt and you will be sent a bill for the additional shirt. Additional shirts can be purchased for \$8.

##### **Camp Attire:**

Your child should plan to be active at camp. In addition to the camp shirt, they should wear "play type" clothing. **Closed-toed shoes are mandatory for all days of camp!** Our Bay Area weather is not always consistent. Please be sure your child is dressed for the elements.

##### **Swim Suit:**

Please pack a suit and towel daily. Even on non-swimming pool days, campers will still participate in water activities.

##### **Sunscreen:**

Please apply sunscreen to your child daily. Camp staff will provide for sunscreen breaks throughout the day and will help children apply sunscreen, but each child should bring his/her own sunscreen daily.

### **Snack and Lunch:**

**Please pack a snack for your camper every day, regardless if you are getting our camp lunch or Friday hot dog lunch.** We can provide lunch for your camper! Lunches will include a Marinwood Market sandwich, snacks and a drink for \$7.00. The order form can be found on our website and also at our front counter. If you choose not to use our lunch service, your child must bring a snack and lunch to camp. **Lunch order forms are due the Friday before the session by 12pm.**

**\*Please pack a reusable lunch bag, not a paper bag.** Our local crows have gotten into a few paper bag lunches!

A refrigerator and microwave are not provided, so please plan accordingly. Please do not use glass containers or bottles. **\$5 (all natural) Hot Dog Deals will be offered for lunch on Fridays (except for special event lunch dates).**

### **Dates Marinwood will be providing lunch:**

- Superhero Feast, Friday, June 23
- Hollywood Banquet, Friday, August 11

### **Potty Training:**

All campers must be potty trained. However, we understand that accidents happen. **Please send your camper with an extra pair of clothes, regardless if they are fully potty trained.**

### **Label your Camper's Items:**

Please label your child's belongings with their name. The Camps have a lost and found - please check it regularly. The Lost and Found will be donated at the end of each session. Marinwood staff is not responsible for any item brought to camp. Please keep valuables at home, including sentimental items and money. Camp staff will be instructed not to hold any items for campers.

### **Swim Lessons / Tennis / Alternate Activities:**

Please complete the attached forms and return to the Community Center prior to your child's first day of camp. If there are any changes, a new form must be completed. We want to make sure your child does not miss any of their planned activities. Staff will be available to escort participants to and from their alternate activities.

### **Absences:**

If your child is going to be absent for the day, please call the office and let us know. To save time, please call us on first notice that your child will miss a day of camp.

### **Tardiness:**

Campers who arrive late may not find their group at the meeting spot, so be prepared to remain with your child and/or escort your child to their group. Please go to the main office and you will be directed to the camp.

### **Swimming at the Tot Pool or Main Pool:**

Camps visit the pool several times per week at the director's discretion and weather dependent. Please complete the Camper Information Form so your child can swim. Willow, Buckeye, and Acorn campers have the option of swimming in the tot pool. Campers must pass a swim test to be able to swim in the deep end and go down the water slides in the main pool. Clothes worn to camp do not qualify as swimming attire. Sunscreen, a towel and goggles (optional) are commonly brought items. Masks, snorkels, fins, toys, and flotation devices are not allowed in the pool. It is recommended that you register your child for swim lessons. Private swim lessons are available all pool season (April-October) and group lessons are available the first day of summer programs. For campers not wishing to swim, supervised and planned alternative activities will be offered during swim time. Safety is #1 in camp; therefore camp counselors will also be stationed in the water, on the side of the pool, and at a designated area for those choosing not to swim. Marinwood lifeguards are on duty for all camp swim times.

### **Camp Calendar**

Calendars will be handed out the first day of each session and will let you know what activities to expect for the week. Each week is based around a different theme. There will be games, swimming, sports, crafts and much more each day. Please note there may be certain days when camp staff is unable to get to all activities listed for that day and some days additional activities may be added.

### **Handouts**

Please read all handouts, flyers and calendars sent home with your child as they include important camp information and notices about the week.

### **Camp Rules:**

#### **I. Listen and Follow Directions:**

- A. To keep things running smoothly and maximize FUN! Please listen when your counselors are speaking and follow their directions.

#### **II. Be Respectful of Others:**

- A. Please keep hands and feet to yourself.
- B. Treat others as you wish to be treated.
- C. Speak kindly when talking to others. Bad words/profanity are offensive and will not be tolerated.
- D. Lifeguards are to be respected the same as counselors
- E. The park belongs to everyone! Campers should dispose of all trash properly. Treat trees, grass and surrounding natural resources with care and respect.
- F. Be considerate of other Center Programs.

#### **III. Be Safe:**

- A. Campers should let their counselors know where they are at all times. Never leave a designated area without permission.
- B. Stay out of parking lot and unauthorized areas.
- C. Follow all safety rules when in the pool area.

#### **IV. Money and Personal Possessions:**

- A. Campers are responsible for any money, clothing, and personal possessions brought to camp. Please do not send any personal toys, balls, video games, radios, pocket knives etc. with your child. These items are often distracting to all participants and take away from camp activities. It is not the counselor's responsibility to keep track of their campers' belongings. Please have all of your children's items labeled with their name.

#### **V. Discipline:**

We try to always be positive with campers. However, if your child breaks rules, the following steps will be taken:

- A. A verbal reminder will be given indicating that the behavior or action is inappropriate and why.
- B. If the behavior continues, the child will then be given a "time-out." At this point, the child is taken away from the group and a counselor will discuss again with the child why the behavior or action is inappropriate. The camper will then "sit out" for a set period of time.
- C. If further inappropriate behavior continues and another "time-out" is deemed necessary, a phone call or letter may be sent home to the child's parents with a response necessary for the child to continue in the program.
- D. Repeated inappropriate behavior through the course of camp could result in dismissal from the camp for a period of time.
- E. Serious offenses such as any physical altercations, fighting or stealing will result in a camper write-up and automatic suspension from camp for a period of time. If the camper receives three write-ups over the course of the summer, the camper will be removed from camp for the remainder of summer.

**Looking forward to a great summer!**