



## Mid- Winter Break Camp 2017 PARENT HANDBOOK

Welcome to Marinwood camps! We have planned an exciting week.

This handbook 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 or email Recreation Supervisor Robyn Bruton at [rbruton@marinwood.org](mailto:rbruton@marinwood.org).

We hope your child has an enjoyable time with us. Thank you for your continued support of Marinwood programs.

### DATES & TIMES:

**Tuesday-Friday, February 21-24, 2017 (4 days-no camp Monday 2/20)**

<b>Before Care</b>	<b>8:00-9:00am</b>	<b>(requires additional registration)</b>
<b>After Care</b>	<b>3:00-5:00pm</b>	<b>(requires additional registration)</b>

### REGISTRATION:

ALL CAMPERS MUST BE PRE-REGISTERED. DROP IN GUESTS, SIBLINGS, AND VISITORS ARE NOT PERMITTED. **For drop-ins, please register at the front office before you drop your child off at their individual camp site.** Drop-ins are space dependent. We highly recommend pre-registering through the Marinwood Community Center office.

### CAMPER FORMS:

Please accept and complete the online invitation to the ePACT Network by the Friday before camp begins. You will receive an online invitation after you register for camp. Marinwood uses the online ePACT Network for better safety and no more paper forms! ePACT is a secure emergency network, that we will use for our camps to collect medical and emergency contact information electronically.

### How it works

- 1) You'll receive an email invite to share information with Marinwood Community Services District.
- 2) Click 'Complete Request' to create a free account, or log-in if you already have an existing ePACT account.
- 3) Enter the required information, like medical conditions, and share it with Marinwood Community Services District so that camp staff have access. If you already have an account, it will take just 2 minutes to verify that your information is still accurate.
- 4) You can update your information at any time in the year, and we will automatically be notified (e.g. a new cell phone number)



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**MORNING DROP OFF:**

Please drop your child off between 8:55am- 9:10am, **no earlier**, unless signed-up for Before Care 8:00-9:00am.

**AFTERNOON PICK UP:**

Please pick up your child at 3:00pm and check out your camper with the camp director. There is a **\$10.00 late charge** for any child picked up after 3:05pm. After Care is available from 3:00-5:00pm. If your child is not picked up by 3:15pm, he or she will be sent to After Care and you will be charged for After Care's drop-in rate. There is a late fee of \$1 for every minute that you are late for picking up from After Care.

**MEETING SPOT:**

All camps will meet on the front field. In the case of rain, camps will meet inside the Community Center.

**SNACKS:**

Please pack a snack daily.

On occasion during camp, campers will be served a special snack or treat with advance notice. Please notify camp staff if there are any dietary restrictions or allergies we should know about.

After Care: We will provide snack for all campers in After Care. Snacks will be organic when possible and healthy always.

**LUNCHES:**

Please send a sack lunch with a snack and drink each day for your child. Label your children's lunch boxes or paper bags with their name. There is not a refrigerator available.

**CAMP ATTIRE:**

Closed-toed shoes are **required** for camp. We play many running activities both inside and outside and closed-toed shoes are needed to protect your child's feet. Please bring a jacket as campers will be going outside if weather permits.

**ATTENDANCE:**

Please telephone the Center Office, **479-0775**, if your child will be absent or late for camp (Recorder on 24 hours/day). If you arrive late, it is your responsibility to escort the child to where the group is located.

**PERSONAL BELONGINGS/TOYS**

Please leave personal toys, games, balls, pocket knives, etc. at home. These items are often distracting and can be misplaced throughout the day. We do not want children to lose an item they treasure. Campers are responsible for any money or personal belongings brought to camp. It is not the counselor's responsibility to keep track of personal items.



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## **CAMP RULES:**

1. Listen and Follow Directions
2. Be Respectful of Others
  - Keep hands and feet to yourself.
  - Speak kindly when talking to others. Foul language will not be tolerated.
  - Be considerate of other programs taking place in the center.
  - The park belongs to everyone, please dispose of trash properly. Treat trees, grass and surrounding natural resources with care and respect.
3. Be Safe
  - Campers need to let their counselors know where they are at all times. Never leave an area without permission.
  - Stay out of parking lot and unauthorized areas.

## **CAMP CONSEQUENCES:**

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

- Verbal reminder will be given to indicate that the behavior is inappropriate and why.
- Time out will be given if behavior continues. At this point the child will be removed from the activity for a period of time. The counselor will discuss rules and why the behavior is inappropriate again.
- A second time out will result in a phone call being made home to the child's parents. A response will be necessary for the child to continue. Multiple time outs may result in suspension from the program.
- Certain behaviors will not be tolerated and will result in automatic suspension from the program for a set period of time. These behaviors include physical altercations, repeatedly leaving the group, and theft.