



Marinwood Camps Parent Packet

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.

Contact Information:

If you have any questions or concerns, please contact Assistant Recreation Director Robyn Bruton at rbruton@marinwood.org or call the Marinwood Community Center office at (415) 479-0775. For any camp changes or cancellations, please email csd@marinwood.org.

Marinwood Summer Policy Updates and Parent Responsibilities

Marinwood is excited to be able to offer camps this summer, though on a much smaller scale and with many significant changes, as required by the current health guidelines. This summer we will be strictly adhering to all of the most current recommendations and guidelines from Marin County Health & Human Services and the Public Health Officer. We are committed to offering a program that has all the fun and excitement of a traditional Marinwood summer, while taking the extra necessary precautions to maintain a safe and healthy environment for our campers and staff. Please read the following to review our new policies and procedures and your own responsibilities as a parent sending your camper to Marinwood this summer.

Camp Times: 9:00am-3:00pm

Optional Before and After Care Times: 8:00am-9:00am and 3:00pm-5:00pm

Session Dates (3 weeks each):

Camp Session 1: June 15-July 2 (no camp Friday, July 3)

Camp Session 2: July 6-24

Camp Session 3: July 27-August 14

Office Closed / Contact

Marinwood will also be limiting in-person parent/staff interaction. The community center office and lobby will be closed to the public this summer. We ask that all correspondence be done through email or phone, to the degree possible. If an in-person conversation is required, we ask parents to call the office and wait on the patio outside the offices for a staff member to come out. Parents must wear masks at all times while on Marinwood premises. See the camp check in and out section for Marinwood's new procedures.

General Camp Structure

Each Marinwood camp group will have a maximum of 12 campers—who will remain consistent throughout a 3-week session—and will have the same core group of staff. Each camp will remain separate from other camps and will not interact with other groups throughout the day. Each camp will maintain and use its own supplies and materials. Campers will spend time both indoors and outdoors throughout the day.

Campers and staff will engage in extra hand hygiene including hand washing and use of hand sanitizer throughout the day, including but not limited to before and after snack and lunch, and after bathroom use.

Required Camper Forms

Liability Waiver

Parents will be required to submit a signed liability waiver before your child may attend camp. This form will be emailed to parents and may be turned in before or on the first day of camp.

Camper Information Form

Please accept and complete the online invitation to the ePACT Network at your earliest convenience. All registered campers will receive an online invitation before summertime. Marinwood uses the online ePACT Network for better safety and to avoid so much paper. ePACT is a secure emergency network, that we will use for our camps to collect medical and emergency contact information electronically. For customer support, please email

help@epactnetwork.com.

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. 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)

Health & Safety Checks

It is vital that all parents and guardians keep children at home if they are sick and/or until they have been fever/symptom-free for a full calendar day without the use of medicine. Marinwood staff will be checking each camper's temperature and asking intake questions at check-in each day. But it will help us cut down on the risk of infection if parents are able to determine if their child is ill or symptomatic BEFORE bringing them to camp. Children must stay home when they are sick. Per the guidelines, if a child has a new cough or other illness symptoms, they may not come to camp even if they have no fever. It is not uncommon for people, including children, with COVID-19 to have a cough without fever, especially early in the course of illness. If a child shows signs of respiratory illness (a new cough, complaints of sore throat, or shortness of breath), a fever of 100°F or above, they will not be permitted to attend camp and must be kept home until they have been symptom-free for at least a full calendar day and can answer "no" to all intake questions.

Daily Intake Questions:

- Does your camper live with anyone who has been diagnosed with COVID-19 within the last 14 days?
- Does your camper have a fever, cough and/or shortness of breath? For children a fever is 100 degrees or above using a forehead thermometer.
- Does your camper have any other signs of communicable illness such as a cold or flu?
- Has your camper experienced diarrhea or vomiting (within the past 24 hours)?

Signs of Illness During Program:

Campers will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If campers are exhibiting any of the above symptoms, their temperature will be checked and they will be physically separated from the group and will be required to wear a surgical mask until pick-up. **Parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.**

Check-In

All campers must be accompanied by a parent or guardian at check-in each day. Parents and children will line up on social distance markers (spray-painted circles on the grass/sidewalk) leading to their respective camp table as they await their turn to be checked in. Each camp table will be labeled with the camp name and will be located along the edge of the park and far field. Each camper's temperature will be checked and parents will be asked the intake questions listed above. As this process will take time, we ask parents to limit conversation with camp staff during check-in, so we can get through the line quickly.

- Campers must be checked in with the camp director.
- Check-in will take place from 9:00-9:20am

If you need to drop off your camper earlier, Marinwood offers Before Care beginning at 8:00am. **Before Care must be enrolled in for a full week and must be done before the start of each 3-week session.**

Check-out

- Parents must check out their camper with a camp staff member, unless camper is authorized for self check-out.
- Check-out will take place from 2:45pm-3:00pm

If your camper is not picked up by 3:05pm, your camper will be sent to After Care and you will be charged \$15.00. 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" section of their camp ePACT form.

Before and After Care

- Before Care will be offered from 8:00am-9:00am and may be signed up for one week at a time. Fee: \$30/week
- After Care will be offered from 3:00pm-5:00pm and may be signed up for one week at a time. Fee: \$60/week
- Before & After Care Combined: \$85/week
- No drop-ins. No sibling discounts.

Please enroll in any Before and/or After Care weeks **before** the start of a given session.

Check-in and Check-out for Before and After Care will occur at your child's normal camp meeting spot.

Parents will be charged a late fee of \$1/minute after 5:00pm for any pickups. No exceptions.

Facilities and Cleaning

All camps will be equipped with their own dedicated cleaning and sanitation supplies and will be following all applicable health guidelines for facilitating proper handwashing/sanitizing for campers and staff, as well as cleaning and sanitizing rooms, facilities, supplies, and equipment as required.

Personal Protective Equipment

All camp staff will be required to wear cloth face coverings. Campers under 12 are not required to wear cloth face coverings. Current guidelines state that children over the age of 2 should wear cloth face coverings when not actively

engaged in physical activity only if the parent or provider determines they can reliably wear, remove, and handle masks following CDC guidance throughout the day. **Marinwood staff will not provide masks to campers and will not be responsible for assisting campers with masks brought from home.**

Camp Cancellations and Refunds

Cancellations for a full camp session must be made in writing to csd@marinwood.org at least 7 days before the start of the session and will incur a \$50 cancellation fee. No refunds will be granted less than 7 days in advance of a session or once a session has begun. Camp groups are to remain stable for a full 3-week session and campers are not permitted to only attend a partial session in order to attend another outside activity or camp. No refunds will be granted for missed days. If a child must withdraw from camp due to illness, a partial refund may be requested with a doctor's note.

Camp Meeting spot

Look for your camp's banner and camp color in the Marinwood Park either on the front or far field.

Parking

Please be very careful driving in the parking lot or near the Community Center, 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 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

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.

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 swimsuit and towel daily. Even on non-swimming pool days, campers will still participate in water activities.

Sunscreen

Please apply sunscreen to your child daily and pack sunscreen every day. Sunscreen application breaks will be given throughout the day but a camper is responsible for applying their own sunscreen. We recommend providing your child with a stick type of sunscreen for easy face application, especially for younger campers.

Snack and Lunch

Please pack a morning and afternoon snack in addition to lunch for your camper every day. If you ordered a Marinwood Market lunch, please note morning snack is not provided. You can order lunch for your child from Marinwood Market! Lunch orders include an entrée, snacks and a drink. All camp lunches must be ordered online and are due by 10am the Friday before the week. No late exceptions will be made. ***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.

Label your Camper's Items and Personal Belongings

Please label your child's belongings with their name. Each camp will try and collect their own lost and found but 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.

Potty Training

All campers must be potty trained (counselors will not help wipe). However, we understand that accidents happen. Please send your camper with an extra pair of clothes, regardless if they are fully potty trained.

Nap Time

Nap time from 2:00-2:45pm is offered to Camp Pine Cone and Camp Miwok campers. Due to limited room availability this summer, nap time may be in the same location as the rest of the camp and as such, may not be as quiet. We apologize for the inconvenience. Please inform the camp director if you would like your camper to participate. On rare occasions, nap time may not be available.

Swim Lessons / Tennis / Alternate Activities

No alternate activities will be offered during camp this summer. Per the health guidelines, children participating in summer camp are prohibited from attending other camps or group programs taking place during the same 3-week session that they are attending summer camp. We apologize for the inconvenience.

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 at first notice that your child will miss a day of camp. There are no refunds for missed camp days. Per the health guidelines, campers may not miss a day of camp in order to participate in any other activity.

Tardiness

Campers who arrive late (after 9:20am) may not find their group at the meeting spot. If your camp is not at their spot, please bring your camper to the office patio and call the office. Someone will come and escort your child to their camp.

Swimming

Swimming at the Tot Pool

Pine Cone and Miwok campers will only swim at the Tot Pool; Bumblebee, Buckeye, Willow, Acorn, Firefly, and Bobcat campers will be able to swim in either the Tot Pool or Main Pool during their swim days, depending on parent permission.

Camps visit the tot pool at the director's discretion and weather dependent. Campers will not be allowed to swim without parent approval on their ePACT camp form. The Tot Pool is 1.5 feet deep. 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 pools. 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.

Swimming at the Main Pool

Bumblebee, Buckeye, Willow, Acorn, Firefly, and Bobcat campers will be able to swim in either the Tot Pool or Main Pool on their swim days, depending on parent permission; Arrowhead, Red Fox, Wildflower, Coyote, Sequoia, and Marinwood campers will only swim at the Main Pool.

Please note: Waterslides will not be open this summer.

Camps visit the main pool at the director's discretion and weather dependent. Campers will not be allowed to swim without parent approval on their ePACT camp form. Campers must pass a swim test (swim 25 yards unassisted) to be able to swim in the deep. Campers may be required to repeat the swim test for camp even if they have previously passed it outside of camp. 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. 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

Each week, calendars will be emailed to parents to let you know what activities to expect for the week. Marinwood will not hand out paper copies this summer. Each week is based around a different theme. Please note that schedules may change- 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.

Email Newsletters

Every week, a 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 under your child's name 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.

Field Trips

Field trips have been canceled this summer. However, our oldest camps (Red Fox, Sequoia, Marinwood, Coyote and Wildflower) may take short offsite walking trips such as hikes in our open space. Marinwood will notify parents for upcoming trips.

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, serious disrespect to camp staff, 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!