



# Marinwood Camp Parent Packet

## Spring Break 2026

*Welcome to camp! We have planned an exciting week of Spring Break. Please read this packet 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](mailto: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](mailto:csd@marinwood.org).

Please read the following to review our 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 Care Time: 8:00-9:00am

Optional After Care Time: 3:00pm-5:00pm

**Session Dates**

April 6-10, 2026

**Please enter Marinwood Community Center's office number into your cell phone to avoid screening our calls. If we need to get into contact with you via phone, camp staff will call from Marinwood lines. (415) 479-0775 or (415) 479-0778**

### **Required Camper Forms**

#### Camper Information Form

Marinwood utilizes ePACT, a secure online emergency network, for parents to communicate their campers' medical needs, emergency contact information, permissions, and other important information we need to know throughout the summer. ePACT enables parents to conveniently update their camper's info as needed and eliminates wasteful and onerous paperwork. Please accept and complete the online emailed invitation to the ePACT Network at your earliest convenience. All registered campers will receive an online invitation before summer. For customer support, please email [help@epactnetwork.com](mailto: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)

This online forms will include parental pickup permissions, medical information, and parental consents for swimming, etc. Parents will also need to sign a liability waiver as part of the camper information.

### **Check-In**

All campers 3<sup>rd</sup> grade & younger must be accompanied by a parent or guardian at check-in each day. Each camp table will be labeled with the camp name and will be located along the edge of the park. As check-in may take a few minutes, we ask parents to limit conversation with camp staff during check-in, so we can get through the line quickly. Parents may wait until there is no longer a line to converse with the camp staff. Please do not try to check your camper in before 8:55am.

- Campers must be checked in with the camp director.
- Check-in will take place from 8:55-9:20am

### **Check-out**

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

**If your camper is not picked up by 3:05pm, your camper will be placed in After Care and you will be charged \$25.00 for the day.** 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**

For any campers needing extended care this summer, Marinwood is offering Before Care from 8:00-9:00am and After Care from 3:00-5:00pm each day. During After Care, campers will enjoy a snack before having opportunities to participate in organized games, board games, toy time, and playground time. Daily snack will always include a fruit or veggie option. Check-out will take place near the Community Center.

Late Fees: If you are late picking up your child (after 5:00pm), you will be charged \$1 for every minute you are late. No exceptions will be made. Notify Marinwood office as soon as possible if you are running late. Campers will be in the office lobby after 5:00pm.

### **Camp Cancellations and Refunds**

All refund and changes must be made in writing and can be emailed to [csd@marinwood.org](mailto:csd@marinwood.org). We will not process refunds or changes over the phone. Cancellations made before March 27, 2026 by 5:00pm, will result in a \$38 per camper processing fee. Cancellations made by April 3, 2026, received by 5:00pm will result in a forfeiture of the half the camp fee. No refunds will be granted after 5:00pm, April 3, 2026. 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.

### **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.** There is plenty of legal street parking. 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. Please limit campers to one bag.

### **Camp Attire**

Your child should plan to be active at camp. 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 may 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 mainly 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 snack in addition to lunch for your camper every day. Please pack a reusable lunch bag, not a paper bag. Our local crows are tenacious and have gotten into a few paper bag lunches! A refrigerator and microwave are not provided, so please plan accordingly.

### **Personal Belongings and Money**

Campers are discouraged from bringing personal items from home including stuffed animals, Pokémon cards and electronic devices.

**Campers will not be allowed to use any electronic devices such as smart watches or cell phones during the camp day. Please discourage your camper from calling you during the camp day.**

Camp staff will communicate with parents in cases of emergencies or incidents. Repeated use of electronic communication will result in confiscation until the end of the camp day.

Please keep valuables at home, including sentimental items and large amounts of money. Marinwood is not responsible for any personal items lost at camp.

Campers will be able to purchase vending items such as ice cream, candy, and snacks during swim time and most items will cost between \$1-\$5. Marinwood staff is not responsible for any camper money.

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.

### **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 of if they are fully potty trained. Campers are not allowed to attend camp if wearing pull-ups or diapers. We understand accidents happen, however if repeated accidents occur, your camper may be regarded as not potty trained and will be withdrawn from camp.

### **Absences**

If your child is going to be absent for the day, please call or email 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.

### **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, it is the parent's responsibility to locate and drop off your camper with their camp group. If the camp cannot be located, please come to the Marinwood office for assistance.

## **Swimming**

**Camp Grasshopper** swims in the tot or main pool- only campers at least 5 years old and in kindergarten may swim in the main pool, all others will be in the tot pool.

**Camp Cricket** swims in the tot or mail pool- campers 6 years and older may only swim in the main pool.

**Camp Dragonfly** only swims in the main pool.

Campers will not be allowed to swim without parent approval on their ePACT camp form. The Tot Pool is 1.5 feet deep. The shallow end of the main pool is 3.5-4.5ft deep. If camp staff and lifeguards do not feel a camper is strong enough to swim on their own in the main pool, and they are eligible, they may be moved to the tot pool for safety.

Campers must pass a swim test (swim 25 yards unassisted) to be able to swim in the deep end and use the water slides\*. Campers are required to repeat the swim test for camp even if they have previously passed it outside of camp. It is at the lifeguard's discretion to pass a camper based on swimming skills.

*\*Water slides are only open on weekends during Spring season. Depending on staff, the water slides may be opened one of the days of Spring Break.*

Clothes worn to camp do not qualify as swimming attire. Campers participating in swim time must bring sunscreen and a towel; goggles are recommended but not required. 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.

## **Health & Safety Checks**

**It is a parent's responsibility to monitor the health of their camper before bringing them to camp.** 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.

For respiratory illness guidance: <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html>

While Marinwood will take all possible precautions to protect the health and safety of children and staff, we expect everyone to follow the current health and safety guidelines.

### **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.**

## **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 email 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, constant misbehavior or not listening to staff, spitting, fighting, or stealing will result in a **camper write-up** and automatic suspension from camp for a period, usually the following day. 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.
- F. If any offense(s) deemed serious enough, campers may be automatically expelled from the program.

**Looking forward to a great week!**

3/24/26