



## Spring Break Camp 2022 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 Asst. Recreation Director 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 and Times

Monday-Friday, April 4-8  
9:00-3:00pm

Optional for additional fee: Before Care: 8:00-9:00am + After Care: 3:00-5:00pm

Camp Grasshopper for PreK and K: Ages 4-5  
Camp Cricket for 1-2<sup>nd</sup> Grades: Ages 6-7  
Camp Dragonfly for 3-6<sup>th</sup> Grades: Ages 8-11

### Registration

Register online at [www.marinwood.org](http://www.marinwood.org). All campers must be pre-registered and no drop-ins will be allowed.

### Waitlists and Drop-Ins

If a camp is full, you may join the waiting list. You will not be charged if placed on the waiting list. Our staff will contact you if a spot opens up and you will have 24 hours to get back to us. We recommend getting on the wait list.

We will not be taking any drop-ins for Spring Break Camp. Campers must be registered for the full session.

### What to Bring

Clothing should be comfortable, washable and suitable for all weather.

- 2 Masks (Please pack an extra one)
- A backpack or bag
- Closed-Toed Shoes
- Jacket/Sweatshirt
- Swimsuit and Towel (goggles optional)
- Snack and Lunch and Water Bottle
- If inclement weather, please pack rainproof gear.
- *Optional but recommended:* Change of clothes (underwear and pants/shorts)



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Please keep all toys and personal items at home. Please label all your child's belongings.

### **Swimming**

Camps visit the pool several times per week at the director's discretion and weather dependent. Parents must give permission for their camper to swim in the Marinwood main and/or tot pool (online ePACT form). **Camp Grasshopper** swims in the tot or main pool- age 4 must swim in the tot pool. **Camp Cricket** and **Dragonfly** swim in the main pool. Campers must pass a swim test (uninterrupted swim of 25 yards) to be able to swim in the deep end and go down the water slides. Campers may be asked to retake the swim test for camp, even if they have previously passed outside of camp. Please note: the waterslides may not be open during Spring Break 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 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.

### **Required Forms**

#### **Participant Information & Consent Forms**

Please accept and complete the online invitation to the ePACT Network at your earliest convenience. All registered participants will receive an online invitation. Marinwood uses the online ePACT Network. ePACT is a secure emergency network, that we will use for our programs to collect medical, emergency contact, and consent/waiver information electronically. 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, such as 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)

### **Attendance**

Please telephone the Center Office, 415-479-0775, if your child will be absent or late for camp. If you arrive late, it is your responsibility to escort the child to where the group is located. Please see below for our policy regarding illness and attendance.

### **Check-In and Out**

All participants must be accompanied by a parent or guardian at check-in each day at the Community Center. Parents and children will line up, remaining 6ft apart leading to their camp spot/room as they await their turn to be checked in. Thank you for your patience during this time.



**Check-In will begin no earlier than 8:55am.** If check-in is to take place inside, please wait outside on the patio or inside the lobby until the staff begin check-in. If you need to drop off your child earlier, please register for Before Care.

For **check out**, parents may line up, again 6ft apart, and verbally check out their child with a staff member. Children will then be released to parents. When picking up your child, please make sure to **verbally check out** your child with the staff. Your child will only be released to those designated on their ePACT form. Please let the office know or designate on your ePACT form if you would like your child to be able to self-checkout at the end of the camp day.

After Care ends at **5:00pm SHARP**.

#### **Late Fee**

If your child is not picked up by 3:05pm, he or she will be sent to After Care and you will be charged \$20 as an After Care drop-in.

For After Care, if your child is not picked up by 5:00pm, you will be charged \$1 per minute that you are late.

#### **Attendance, COVID-19 & Sick Policy and Administration of Medicine**

Marinwood CSD requires daily home symptom screening before sending your child(ren) to school/programs. Please carefully review the following Decision Tree protocol documents when making the decision of whether your child should attend our program or not.

<https://sites.google.com/marinschools.org/mcoerethinkingschools/home>

**If your child is ill or will not be attending camp for any reason, please always contact the Marinwood Recreation office ([csd@marinwood.org](mailto:csd@marinwood.org) or 415-479-0775) to inform us. In cases of illness, you will be required to show proof of a negative test (an at home test is acceptable), have gone 24 hours without medication and have had symptoms significantly improved before returning.**

Please note, Marin County HHS defines close contact as follows: close contact means you have been exposed to someone with active COVID infection for over 15 minutes in a 24-hour period or had contact with them when no masks were worn.

Marinwood staff may not administer certain medications so please contact Robyn Bruton at [rbruton@marinwood.org](mailto:rbruton@marinwood.org) for any specific medication or special needs accommodations.

#### **Personal Protective Equipment**

**Marinwood requires all campers and staff to wear a face mask while indoors *except during snack and lunch times if eating inside.***

#### **Signs of Illness During Program:**

Participants 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
- Persistent Coughing

If children 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.**

### **Potty Training**

All participants must be potty trained. However, we understand that accidents happen. Please send your child with an extra pair of clothes.

### **Withdrawal Policy**

All refunds 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 more than 2 business days prior to camp will result in a \$10 per session, per camper processing fee. Cancellations made less than 2 business days prior to the first day of camp (but before 5pm Friday) will result in a forfeiture of half the amount. No refunds for Camp or Before/After Care will be granted after 5pm the Friday before the session starts.

### **Staff**

Marinwood staff are highly-trained, energetic and motivated. Our goal is to provide your child with the best camp experience possible in a fun and safe environment. Every staff member is certified in CPR and First Aid for the Professional Rescuer by the American Red Cross and all staff members have been fingerprinted and undergone a background check.

### **Code of Conduct**

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

**A.** To keep things running smoothly and maximize fun! Please listen when the 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.** The park belongs to everyone! Students 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.** Students 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.**



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

**A.** Students 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 students' 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 an automatic suspension from program for a period of time.

#### **Parent Responsibilities**

- Complete all forms prior to first day
- Provide current information (phone/address/medical)
- Provide staff with information about major events in child's life that may affect child's behavior and/or attitude
- Inform staff on any day child will not attend.
- Support staff in working with your child in behavioral issues

#### **Child Responsibilities**

- Check in with Marinwood staff directly upon arrival
- Be respectful of Program rules and policies and facilities
- Behave appropriately at all times and listen to camp staff
- Take care of equipment and supplies

#### **Marinwood Program Parental Acknowledgment**

I acknowledge that I have read the parent packet and I am fully aware of Marinwood's policies and procedures.

*Thank you for entrusting your child to our care. We are committed to providing a safe and enjoyable program. Please let us know if you have any questions or concerns.*  
*Marinwood Recreation Department*