



Marinwood Camp Parent Packet 2025

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.

Welcome to Marinwood's Summer Camp Program! 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

Session 1: June 16-20

Session 2: June 23-27

Session 3: June 30- July 3 (No 7/4)

Session 4: July 7-11

Session 5: July 14-18

Session 6: July 21-25

Session 7: July 28- August 1

Session 8: August 4-8

Session 9: August 11-15

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.

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.

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.**

Check-In

All campers 3rd 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 and far field. 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 \$22.00 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. Campers attending one of Marinwood's day or specialty camps at Miller Creek may enroll in Before Care. For After Care, campers must be enrolled in one of our 9-3pm day camps. 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.

Multiple camps will combine into one After Care group at the end of the day. Please visit <https://www.marinwood.org/camps/after-care> for exact registration deadlines.

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 change requests must be made in writing and can be emailed to csd@marinwood.org. We will not process refunds or changes over the phone. Cancellations made more than 6 business days prior to the beginning of the camp session will result in a \$35 per session per camper fee (by Fri. 5pm). Cancellations made less than 6 business days prior to the beginning of the camp session will result in the forfeiture of half the camp session fee per camper. No refunds will be granted after 5:00pm the Friday before the camp session begins. All camp change requests must be made in writing and are subject to a \$10 handling fee. 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 (near the tennis courts). Typically, camps 4th grade and older will take place on the field near the tennis courts.

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.

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 in the office for \$10.00. Marinwood has a limited number of camper loaner shirts, so stop by the office first if your camper forgot to wear their camp shirt before check-in.

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 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. **If you ordered a Marinwood Market lunch, you camper will still need a morning snack sent each 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 (ages 6+) 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.

Camp Lunch Ordering

Parents have the option to online pre-order lunch from our local Marinwood Market. **Parents should pack an additional snack as lunches will not arrive until lunchtime. Lunch orders must be submitted online by 10am the Friday before the session begins – no exceptions.** Go to www.marinwood.org under the camp section for online ordering information.

Don't forget about Hog Dog Fridays!

Take the hassle out of making lunch at the end of the week with Marinwood's **\$6.00 Hot Dog Meal**. Marinwood will be grilling up all natural, nitrate free hot dogs on the barbecue every Friday. Hot Dog Meals include a hot dog, organic juice, and all natural chips. A vegetarian hot dog option is also available. To purchase, please bring exact change and give to the Camp Director on Friday morning. Don't forget to send snack with your camper on Fridays. We will be offering Friday Hot Dog Days all summer.

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.

Nap Time for Camp Pine Cone and Miwok

A rest time will be offered to Camp Pine Cone and Camp Miwok from 2:00-2:45pm in our classroom as the schedule permits. Parents must let camp staff know if you would like your child to participate. Cots will be provided but parents may pack a blanket or small stuffed animal. For those not resting, campers will enjoy indoor play time. Parents are welcome to pick up a camper early from camp to fit their schedule, but the camp fee will not be prorated.

Swim Lessons / Tennis / Alternate Activities

Marinwood offers swim lessons and several specialty camps this summer which your child may additionally enroll in. Please visit our website under the specialty camp section or call Marinwood for more information.

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

Swimming at the Tot Pool

- **Pine Cone and Miwok campers will only swim at the Tot Pool, depending on parent permission.**
- **Buckeye, Willow, Bumblebee, Acorn campers will be able to swim in either the Tot Pool or Main Pool, depending on parent permission and staff recommendation.**

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.

Campers will change in changing tents by the pool or in the main area of the locker rooms under the supervision of the camp staff.

Swimming at the Main Pool & Swim Tests

- **Buckeye, Willow, Bumblebee, Acorn campers will be able to swim in either the Tot Pool or Main Pool on their swim days, depending on parent permission.**
- **Arrowhead, Manzanita, Huckleberry, Red Fox, Sequoia, Mighty Oak and Marinwood campers will only swim at the Main Pool.**

Camps visit the main pool at the discretion of the Camp Director. Campers will not be allowed to swim without parent approval on their ePACT camp form. The shallow end of the 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.

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. Campers will change into swimsuits in individual changing tents and back into clothes in the locker rooms under the supervision of the camp staff. Campers may arrive at camp in swimsuits under their camp shirt and shorts if they prefer.

Camp Communication

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

A few days before the camp session starts, a camp supervisor will email 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 registration 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.

Prior to each session, camp activity calendars will be emailed to parents to let you know what activities to expect for the week. Marinwood will not hand out paper copies. 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 take place.

Field Trips

Camps Sequoia, Mighty Oak and Marinwood will attend field trips throughout the summer. More information about each trip will be emailed to the parents the week prior. There is no alternate activity for a camper not attending the field trip. Also, there will be no makeups or refunds for any missed specialty camps or swim lessons.

Some of the camps may take short offsite walking trips such as hikes in our open space or a walking trip to our local Marinwood Market. 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 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 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!

1/7/25