



Winter Break Camp 2024/2025 PARENT HANDBOOK

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

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.

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

Dates & Times:

Session 1: Mon-Fri, Dec 30-Jan 3 (No 1/1), 9:00-3:00pm
Optional Before Care & After Care (requires additional registration)

Registration

Register online at 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 Winter Break Camp. Campers must be registered for the full session.

What to Bring

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

- A backpack or bag
- Closed-Toed Shoes
- Jacket/Sweatshirt (Water-Proof Recommended)
- Snack, Lunch and Water Bottle
- If inclement weather, please pack rainproof gear.
- *Recommended:* Change of clothes (underwear and pants/shorts)

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

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.

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. **Check-In will begin no earlier than 8:55am** unless enrolled for Before Care. **Please wait outside on the patio or inside the lobby until the staff begin check-in.**

Check-Out will take place from 2:50-3:05pm. For **check out**, parents should verbally check out their child with a staff member. Children will then be released outside 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.

Before and After Care

Before Care will begin at **8:00am** in the main room. Kids will be given a snack in After Care and it will take place in the main room or at the playground. **After Care will end at 5:00pm SHARP.**

Late Pickup 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 \$22 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, Sick Policy and Administration of Medicine

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 covid guidance: <https://coronavirus.marinhhs.org/isolation-and-precautions>



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.

Potty Training

All participants must be potty trained and able to wipe themselves. Campers are not permitted to wear pull-ups or diapers.

We understand that accidents happen so 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. We will not process refunds or changes over the phone. Cancellations made more than 3 business days prior to camp will result in a \$10 per session, per camper processing fee. Cancellations made less than 3 business days prior to the first day of camp 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 begins.

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

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www.marinwood.org



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*