



Recreation Division

Internal

BERKELEY DAY CAMP SUMMER 2024

Parent Packet



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Welcome to Berkeley Day Camp!

Greetings Berkeley Day Camp Families. We are so glad your children will be spending part of their summer with us! Berkeley Day Camp (BDC) staff are committed to ensuring that your child's summer is safe, fun, and filled with memories and friendships that will last a lifetime. This Parent Packet will help ensure you, our parents, have all of the information you and your campers need for a great Berkeley Day Camp experience, including program details, Camp policies and procedures, dropoff/pick up information, communication and contact information, and more.



Whether this is your first season with us or you are a long-time returner that is familiar with our program, we want your campers to have the best experience possible, and we encourage you to review this packet, which contains useful information, FAQ's, and important contact information. If you have additional questions about our program after reading through this packet, please contact the City of Berkeley Recreation Administration Office at: (510) 981-5150 or e-mail recreation@cityofberkeley.info

About Berkeley Day Camp

Our goal at BDC is to give campers an opportunity to have fun, make new friends, unplug from technology and develop an appreciation of the unique natural environments that surround us in the Bay Area.

This summer, we are excited to host Berkeley Day Camp exclusively at Shorebird Park and the surrounding Berkeley Waterfront.

[Shorebird Park is located at 160 University Berkeley, CA 94710.](#)

Shorebird Park provides direct access to the San Francisco Bay where campers can explore a wide range of waterfront habitats. Campers will play on the beach and discover creatures along the docks and shoreline. Shorebird Park hosts the reknown Adventure Playground which is the only one of its kind in Northern California. The Playground helps children build and create unique play areas that stimulate creativity, and provides hours of fun.

Session Dates:

- Session #1: June 10 – June 14
- Session #2: June 17 -June 21 **No Program June 21st Juneteenth Holiday (Observed)**
- Session #3: June 24 - June 28
- Session #4 July 1 – July 5 **No Program July 4th Independence Day**
- Session #5 July 8 – July 12
- Session #6 July 15 – July 19
- Session #7 July 22 – July 26
- Session #8 July 29 – August 2
- Session #9 August 5 – August 9

About Our Program

Weekly Newsletters: Every Monday afternoon, each camper will be sent home with a weekly newsletter. This newsletter will inform you and your child of their assigned group, planned activities for the week and will include what to bring for cookout among other reminders.

Arts and Crafts: Art projects vary from week to week, and offer activities such as candle-making, tie-dying, rain sticks, lanyards and friendship bracelets.

Cookout: Every week camper's work together to prepare and cook a shared meal. Each child brings an ingredient to share for the meal. What to bring for cookout is indicated on the weekly newsletter sent home Monday afternoon. **If your child chooses not to participate, they should inform their Group Leader and bring a bag lunch that day.** You are welcome to pack extra snacks to supplement the cookout meal. We will make reasonable accommodations for food allergies that are indicated on the registration form. Typical meals include: Grilled Paninis, Pizza, Quesadillas, Pasta and include side vegetables and a dessert.

Canoeing: Parents must have checked "yes" on the original registration form for permission to participate. All children who participate in canoeing are required to wear a life jacket, provided by Berkeley Day Camp. Each canoe includes on-board adult supervision.

Adventure Playground: Located at the Berkeley Marina, Adventure Playground is the only one of its kind in Northern California. The Playground helps children build and create unique play areas that stimulate creativity, and provides hours of fun.

Special Events: Each week we have a special event for the entire camp, and costumes are always encouraged. Festivals, complete with carnival-type games where campers can earn tickets and trade them in for prizes, are a regular special activity. "Summer Halloween" and "Science Fair" are two popular special events. Please note that there is a strong possibility your child may get wet and/or dirty on special event days

General Program Information & FAQ's

What program activities will be offered?

Talented Recreation Division staff will guide participants through a fun and safe afternoon experience. Each day, participants will have the opportunity to participate in a wide variety of sports & games, arts & crafts, nature exploration, and other activities which will highlight the park features at each site.

My child is in Transitional Kindergarten. Can we register them for the program?

No. This program is designed for participants who are in Kindergarten through 5th grade at the start of the program. (5-12 years of age)

My child is 13, can they be a Counselor-In-Training (C.I.T)?

Yes. Campers entering 9th and 10th grade may participate in the C.I.T. program.

My child lost something. Where can I go to look for it?

Lost and Found items will be kept inside the Shorebird Park Nature Center. You can contact the Site Coordinator to look for lost items. We will limit the number of Lost & Found items kept at the site and will routinely ask group participants to take care of their own personal belongings and take all personal belongings home at the end of the day. At the end of the season we may bring Lost and Found to a local donation center. Please remember that the City of Berkeley is not responsible for lost or stolen items.

Will snack be provided?

Yes, it is a tradition to provide fruit for children in the afternoon; however, families will need to pack a sufficient amount of food and snacks for their campers each day.

What should I pack for my participant to bring each day?

In general, participants should wear clothing suitable for outdoor play, including closed toed shoes and layers of clothing. They should bring a small backpack with at least two water bottles, a snack, sunscreen, and sunglasses. Please see the section below titled “Preparing Your Child for the Program” for more information.

What if my participant is transgender?

We welcome all children to participant and want each child to feel safe and comfortable. We respect each child’s identity. Please make sure to indicate your child’s appropriate gender identity and name they prefer to be called where indicated in the registration process or at arrival to program. It is important, in the event of emergency, that we have your child’s name and gender information that corresponds to their health insurance. This information will be kept confidential and only used in the event of emergency or by our Program Staff as necessary. As we tell all families, if you or your child would like to speak with our Site Coordinator in advance to discuss any concerns or questions prior to the start of program, please use the contact information listed above and they will be happy to talk with you and/or your child.

Program Registration

To register for this program, visit the City of Berkeley Recreation Division at www.rec.berkeleyca.gov and search for Berkeley Day Camp.

For questions, contact the City of Berkeley Recreation Admin Office at: recreation@cityofberkeley.info or call (510) 981-5150 during regular business hours.

Note: Scholarships are available for this program. Contact recreation@cityofberkeley.info or call (510) 981-5150 for additional information.

Can I register more than one child in the same session?

Yes, you can register as many participants as you would like, however, we have limited spaces available.

What if I want a refund?

Once you have registered for this program, there are no cancellations or refunds except for medical reasons (a doctor’s note is required). Please contact the Recreation Administration office if you have any questions or would like additional information about this policy: recreation@cityofberkeley.info or (510) 981-5150.

Communication

How do I contact City of Berkeley Staff about these programs?

For General Questions: Recreation Administration Office, 510-981-5150

For Program Questions: If you have specific program questions during the operation of this program, please contact the **Marcos Vasquez (Site Coordinator) at 510-981-9148**. Site Coordinators can communicate program details, what to bring to the program, and more specific information about the care of your child

Participant Cell Phone Use

Participants are not allowed to use cell phones or smartphones at this program unless there is an emergency.

Wi-Fi: These sites will not have Wi-Fi access available to program participants.

Contacting Your Participant in an Emergency

Should you need to contact your participant during program, contact **Marcos Vasquez (Site Coordinator) at 510-981-9148**. You can also contact our Recreation Customer Service Hub (510-981-5150, recreation@cityofberkeley.info) if you are unable to reach your Site Coordinator.

Transportation/ Parking/ Pick-Up & Drop-Off

Is transportation provided to and from program sites?

NO. Transportation is not provided as part of this program. Parents/guardians are responsible for dropping off and picking up their children at the program site.

Parking and Participant Drop-Off

All pick-up and drop-off procedures will occur within Shorebird Park ([160 University Ave.](#))



- Families are advised to arrive early on the first day to familiarize themselves with the area and parking availability. Please park in the suggested parking lots below and walk your camper to the purple circle base camp indicated in the map.
- **Am Care 7:30 – 8:30 Drop off should park in any of the following areas for drop-off (indicated by the Yellow stars):**
 - Sign-In at the Nature Center
 - Dirt lot behind Adventure Playground
 - Along Seawall Drive.
- **Core Program 9:00- 9:30 Drop off AND 3:00-3:30 Pickup should park in (indicated by the Red star):**
 - Parking lot off of Seawall Drive.
 - This lot is only open during *drop off and pick up times*, if you drop off later than 9:30 or pick up after 3:30 you will have to park in the other suggested locations.
- **PM Care 3:30-6:00 PM Pickup should park in any of the following areas for drop-off (indicated by the Yellow stars):**
 - Sign-out at the Nature Center
 - Dirt lot behind Adventure Playground
 - Along Seawall Drive.

Check-in

- **Parents must check campers in by bringing them to Shorebird Park each day.**
- Berkeley Day Camp Staff will be located in the parking lots to help direct parents to their check-in area.
- All Berkeley Day Camp groups will be sharing Shorebird Park.
- Check-in for all ages will be located in the Grass Field near the CORE PARKING area (indicated by the Magenta Circle). Look for the COLOR FLAGS!

- Staff will assist families during the check-in process.
- Children will check-in by age.

Participant Pick-Up

- Staff will be available at the pick-up location during the specified pick-up time.
- As parents arrive to pick up their children, staff will 1) verify authorized pick-up person and 2) ensure child has all personal belongings for the day.
- Parent/guardian signs child out.

How do I pick up my child from program early if needed?

Please communicate directly with program site coordinator (*Marcos Vasquez*) if you need to pick up your child early. We may be able to accommodate occasional schedule changes; however, these need to be communicated in advance, in writing. Remember that contacting children during program time is for emergencies only.



How do I drop off my child late?

Please communicate directly with program site coordinator (*Marcos Vasquez*) if you need to drop your child off late. Refer to the program schedule to schedule and work with the site coordinator to pick a time that works.

What time is pick-up/drop-off?

Please review the list of scheduled pick-up and drop-off times associated with each program for specific times.

Authorized Pick-Up

Authorized pick-up persons must be listed on your child's authorized pick-up list supplied at registration. For your child's safety, participants will not be released to anyone not on the authorized pick-up list. Authorized pick-ups should always have their ID with them. Staff may request to see their ID during pick-up.

Camp Communication

Important Contact Information:

It is important to know how to communicate with our staff and your campers once the day begins. Below you will find a list of the most common numbers you might need during your child's time at camp. If you are unable to reach a City staff member please





Daily Communication



Each day, parents and guardians can check-in with Staff while dropping off or picking up their children. This is a good opportunity to make sure brief messages are relayed, or share small updates about campers. Please note that the Staff are responsible for checking in and out all of our campers, and are typically quite busy with this task. Extended conversations can be directed to our Day Camp Coordinators. While at Camp, staff may communicate with one another using cell phones or hand-held radios. In the case of an emergency requiring immediate communication with your camper, contact Marcos Vasquez at (510) 981-9148.

Packing List: What to Bring

There are several things that Campers should pack on a daily basis to help ensure they have a great experience at camp. When packing before each day, please ensure that your children bring a lunch and plenty of snacks each day. Since we will be active and outdoors, a full water bottle will be important to start the day, as we are not always near a water fountain. Sturdy, closed-toe shoes with socks are required due to the unpredictable terrain. Since weather in the Bay Area at each of our different locations can change quickly and is very unpredictable, be sure to check the weather each day and dress your child appropriately. We strongly recommend dressing in layered clothing. Below is a list of required and recommended items to pack for each day:



Required Items		Do NOT Bring:
Backpack	Hat	Weapons
Bag Lunch	Sunscreen	Money or Valuables
Water Bottle & Water	Closed-Toe Shoes	Games or Toys (including Yugioh, Pokemon, and Shopkins)
Snacks	Sweatshirt or Jacket	Personal Electronics

Please **LABEL EVERYTHING** (clothing, backpacks, water bottle, etc) with initial and last name to help minimize lost items.

Early Pick Ups:

If it is absolutely necessary to pick your child up early during camp days, please inform us as soon as possible in writing or an email. Please remember that contacting children during camp time is for emergencies only.

Changes to Approved Pick-Up List:

Parents wishing to send their child home with another Day Camp parent or child care provider, not listed on the original registration form, must provide a written, signed note with the name of the person picking up the child. The note must be turned into the Recreation Office as early as possible, but *no later than one week prior to the date of the pick-up*. Please note that valid photo identification will be reviewed upon sign-out, please make sure that whomever is picking up your child has photo identification.

Medical & Emergency Procedures

General Information

Berkeley Day Camp Staff work diligently to limit injuries and accidents, however, occasional bumps, cuts and scrapes may occur in outdoor recreation settings. For minor injuries, such as bumps and scrapes, Berkeley Day Camp Staff will apply first aid as necessary, including washing wounds and applying Band-Aids or ice-packs. If warranted, we will contact the parent or guardian via phone call or in-person about the injury. When more serious injuries or medical emergencies occur, we will respond accordingly by calling 911 and informing parents or guardians immediately.

Emergency Phone Numbers:

In the case of immediate threat to life or limb, CALL 911.

Contact:	Phone #	Notes:
Marcos Vasquez	(510) 981-9148	Assistant Recreation Coordinator - Day Camp
Recreation Main Office	(510) 981-5140	General program and registration inquiries
Tabatha Schoonover	(510) 679-0810	Recreation Program Supervisor – Day Camp.
Stephanie Chu	(510) 981-6707	Recreation & Youth Services Manager

All of our camp activities are outdoors, and campers should prepare accordingly. There is a potential for exposure to poison oak, ticks and yellow jackets.

In the event of a disaster or emergency during camp hours, groups will shelter in place at Shorebird Park in front of the Nature Center. Cell phone reception can be limited. Staff will begin contacting parents as soon as it is safe and feasible to do so. You may call the Recreation Office at (510) 981-5150 for information and instructions.

Medical and Emergency Policy and Procedures

Camper Medication Policy:

We understand that your campers may need to take medications during their time with us at Camp. Whenever possible, families should administer medications at home before arriving at Camp, or at the end of the day once Campers return home. The policy concerning medications during program hours are as follows:

- Parents / Guardians must give written medication instructions to the camp staff.
- All medication needs to be current (not expired), and remain in the original container, with the original prescription label attached. We can only follow the instructions written on the label. Any deviations from those instructions must be accompanied by a note from the prescribing doctor.
- Over the counter medications must be in original packaging, and will be administered as recommended by the manufacturer unless accompanied by a doctor's note stating otherwise.
- If your child has asthma and carries an inhaler, please inform the camp staff with a note. Under most circumstances, your child will be able to carry their inhaler with them throughout the day.
- If your child carries an Epi-Pen, please inform the camp staff with a note.
- Please make sure staff are aware of any special needs your child may have as a result of any medication (e.g. needs to stay out of sun or has dietary restrictions).

Sunscreen Policy:

Day Camp requires the use of sunscreen by all participants because we are outside the entire day and precautions are necessary to protect participants from the harmful effects of the sun.

- Staff does **not** provide or apply sunscreen to participants as it is a medication and some participants may have allergies to some ingredients. Each participant needs to bring his or her own sunscreen.
- Participants should arrive at programs with a thick base coat of sunscreen already applied, especially in hard to reach areas, such as their backs.
- Staff will remind participants regularly to reapply sunscreen.
- We encourage campers to wear hats to protect their heads and faces.

Allergies/Special Dietary Needs

At registration, please share any participant food, drug, or environmental allergies. It is the parent or guardian's responsibility to provide accident and health insurance.

Communicable, Diseases, Fractures, Breaks, and Stitches

Children with communicable diseases will not be allowed to attend program until they are free of the disease, or until he/she is no longer contagious, as determined by a doctor. Participants with fractures, breaks, or stitches must have permission from their physicians



to attend the program. Doctor's Notes must accompany children or be submitted to the program office before arrival.

Illness and Accidents

If an accident or injury occurs requiring medical treatment beyond basic first-aid, staff will make every effort to contact the family starting with the lives-with parent or guardian, then the emergency contact. If an accident or injury is serious, and requires immediate medical care, our staff are directed to call emergency medical services (911) as soon as possible and seek care from a qualified professional.

What if I am sick or test positive for COVID-19?

Campers who are sick or have COVID-19 symptoms should not come to camp.

A negative COVID-19 test may be required for campers to return to camp. If your child tested positive for COVID you should contact the Site Coordinator immediately.

Families are expected to follow the current [CDPH Guidelines for Isolation and Quarantine](#).

City of Berkeley Recreation

Code of conduct and discipline policies

When children act out or participate in negative behavior it is the City of Berkeley's policy to follow these steps. You should **NEVER** place your hands on a child in a threatening way. Always document any action you take involving a child. **NEVER** criticize the child or belittle them. It is our responsibility to work with the children who have behavior difficulties and to engage them in positive and constructive activities. Be sure that you **REVIEW RULES** with children ahead of time. Have children come up with some rules-that creates ownership and makes kids more likely to accept punishment if they break rules they help to create.

City of Berkeley Recreation rules and consequences are listed below. Please discuss the rules and consequences with your children. The rules will be reviewed with the youth at the start of the program.

1. Participants will respect themselves, others and the world around them.
2. Participants will not use foul language, suggestive language, ethnic or racial slurs or name-calling.
3. Participants will keep hands, feet and objects to themselves. No inappropriate touching is allowed.
4. Everyone will help clean up.
5. Participants will not engage in aggressive behavior including: hitting, shoving, kicking, scratching, spitting, or pushing.
6. Participants must stay together as a group.
7. Participants must stay within the group leaders view.
8. Participants must be willing and able to follow the instructions, directions and policies of the leaders.
9. Participants will use facilities and equipment appropriately.
10. Most importantly, **ALL MUST HAVE FUN!**

CONSEQUENCES

1. Warning
2. Time Out/Clean Up Duty/ or other appropriate consequence
3. Meeting with parent
4. One day suspension from program
5. Three-day suspension from the program
6. Removal from program

Changes and Cancellations

All changes or cancellations must be made in writing by the parent / guardian of the registered participant no less than 30 calendar days prior to the start of the session affected by the change or cancellation. Requests can be submitted by email, postal mail or hand delivered to the Recreation Office at:

**1720 8th St
Berkeley, CA 94704.**

- All changes and cancellation requests must be made in writing (e-mail and fax are acceptable). Please include name on the registration form, current mailing address and phone number.
- For changes resulting in the cancellation of any portion of the reservation, a 25% administrative fee will be charged. All fees will be forfeited for changes or cancellations made less than 30 days prior to the start of the session.

City of Berkeley Federal Tax ID Number:

#94-6000-299

Thank You!

Thank you for choosing the City of Berkeley Day Camp program! If you have additional questions, contact our Recreation Office at:

**City of Berkeley Recreation Administration Office
1720 Eighth St
Berkeley, CA 94710
recreation@cityofberkeley.info
mvasquez@berkeleyca.gov
(510) 981-5150**

