



BERKELEY DAY CAMP

PARENT PACKET



2025

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, drop-off/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 Marcos Vasquez (Assistant Recreation Coordinator) at: (510) 981- 5144 or e-mail mvasquez@berkeleyca.gov

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 renowned 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.

Lets do this!

BERKELEY DAY CAMP CALENDAR

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 June 9-13	Marina 	Marina 	Marina <u>Cookout: Fiesta</u> 	Marina <u>World of Water</u> 	Marina
Week 2 June 16-20	Marina 	Marina 	Marina <u>Cookout: Hamburgers</u> 	Field Trip: S.F. / Golden Gate Park Bus leaves at 8:30 AM	NO CAMP JUNE TEENTH
Week 3 June 23-27	Marina 	Marina 	Marina <u>Cookout: Soup/Chili</u> 	Marina <u>Mad Science</u> 	Marina
Week 4 June 30 - July 4	Marina 	Marina 	Marina <u>Cookout: Hot Dogs</u> 	Field Trip: Angel Island Bus leaves at 8:30 AM	NO CAMP 4 th of July
Week 5 July 7 - 11	Marina 	Marina 	Marina <u>Cookout: Cereal Buffet</u> 	Marina <u>Summer Halloween</u> 	Marina
Week 6 July 14 - 18	Marina 	Marina 	Marina <u>Cookout: Pizzas</u> 	Marina <u>Talent Show</u> 	Marina
Week 7 July 21 - 25	Marina 	Marina 	Marina <u>Cookout: Vegetarian</u> 	Marina <u>Nature World (Wildmind)</u> 	Marina
Week 8 July 28 - Aug 1	Marina 	Marina 	Marina <u>Cookout: Pastas</u> 	Marina <u>Color Olympics</u> 	Marina
Week 9 Aug 4 - 8	Marina 	Marina 	Marina <u>Cookout: Breakfast</u> 	Marina <u>Best of BDC</u> IT'S SUMMER!	Marina

ABOUT OUR PROGRAM

Berkeley Day Camp is a large with up to 165 campers in any given day. We organized into smaller rainbow-colored groups. These grounds are generally 25-30 campers, with 2 staff and a counselor-in-training, Groups are typically divided by age and friend requests. Group assignments will be sent out with the parent packet the week before your registered session. We cannot guarantee staffing, but the same staff will generally be with the group for the entire week session. Campers do not stay at Shorebird Park base camp each day. Each color group will venture into other places in the Berkeley marina to enjoy urban hiking, games, arts & crafts, and other local parks. Your child should be able to carry their backpack for this reason.

WEEKLY NEWSLETTER

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 & 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

MY CHILD IS GOING INTO TRANSITIONAL KINDERGARTEN. CAN WE REGISTER THEM FOR THE PROGRAM?

No. This program is developmentally designed for participants who have completed TK and are going into kindergarten or have completed 1 year of kindergarten and older. Campers participate in long-distance urban hiking and active games which are all outdoors all day.

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. Campers **MUST** bring a water bottle 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.



GENERAL PROGRAM INFORMATION & FAQ'S(CONTINUE)

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.



COMMUNICATION

HOW DO I CONTACT CITY OF BERKELEY STAFF ABOUT THESE PROGRAMS?

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.

For Day-to-Day Questions: Generally, your group staff will check-in with you at the beginning and end of each day.

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.

MAP



TRANSPORTATION/PARKING PICK-UP & DROP-OFF

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 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 (Check email for COLOR FLAG ASSIGNMENT)

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.

TRANSPORTATION/PARKING PICK-UP & DROP-OFF (CONT.)

AM HOURS- 7:30AM-8:30AM

CORE - 9:00AM-9:30AM / 3:00PM-3:30PM

PM HOURS- 3:30PM-6:00PM

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. Campers do not stay at Shorebird Park base camp each day. Each color group will venture into other places in the Berkeley Marina to enjoy urban hiking, games, arts & craft, and other local parks.

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. Campers do not stay at Shorebird Park base camp each day. Each color group will venture into other places in the Berkeley Marina to enjoy urban hiking, games, arts & craft, and other local parks.

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

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.

CHANGES TO APPROVED PICK-UP LIST:

Parents wishing to send their child home with another Day Camp parent or childcare 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 whoever is picking up your child has photo identification.

Contact	Phone	Notes
Marcos Vasquez	510-981-9148	Assistant Recreation Coordinator - Day Camp
Recreation Main Office Rec.	510-981-5140	General program and registration inquiries.
Tabatha Schoonover	510-679-0810	Recreation Program Supervisor - Day Camp.

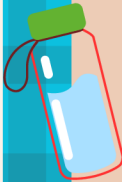
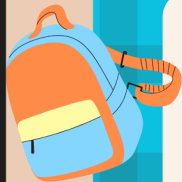


PACKING LIST: WHAT TO BRING

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 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:

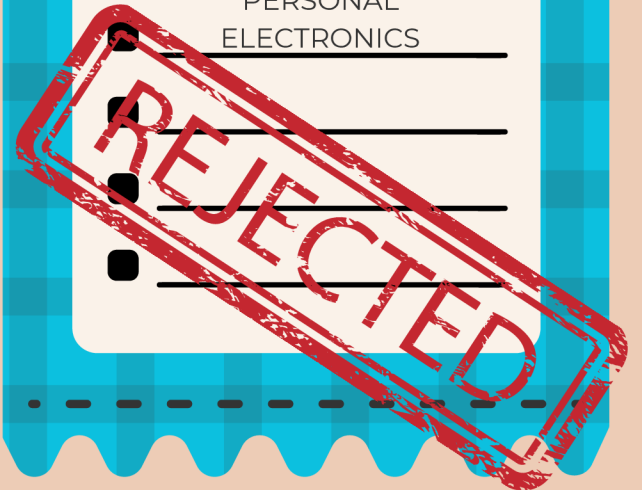
CHECKLIST

- BACKPACK
- BAG LUNCH
- HAT
- WATER BOTTLE & WATER
- SNACKS
- SUNSCREEN
- CLOSED-TOE SHOES
- SWEATHER/JACKET



~~CHECKLIST~~

- WEAPONS
- MONEY/VALUABLES
- GAMES/TOYS
- PERSONAL ELECTRONICS



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

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 icepacks. 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 Rec.	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 & EMERGENCY POLICY 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.** Each participant needs to bring his or her own sunscreen.
- Participants should arrive at program/camp 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.

MEDICAL & EMERGENCY POLICY PROCEDURES(CONT)

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.

PARTICIPANT MEDICATIONS

If you will be sending any over-the-counter or prescription medications or vitamins, please follow the instructions below:

1. Over-the-counter medications, prescribed medications, and vitamins MUST be sent in their original containers with the original pharmacy label.
2. Regulations require participant medical staff to dispense medication only from the original container according to the prescribed dosage. Your local pharmacy can provide you with an extra container if needed.
3. Prescription medications must be prescribed to the participant and must not be expired. No exceptions.
4. Please send only the required dosage your child will need during the stay at camp that day. Exact directions for dispensing the medicine along with the time that it should be taken must accompany the medication.
5. Place these instructions along with the medications in their original containers in a plastic bag and bring them with you to check-in. Turn them in at the check-in table.
6. 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 child 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.

MEDICAL & EMERGENCY POLICY PROCEDURES(CONT)

ILLNESS AND ACCIDENTS

Staff try and limit injuries and accidents, however, occasional bumps, cuts and scrapes may occur in outdoor recreation settings. For minor injuries, such as bumps and scrapes, Staff will apply first aid as necessary, including washing wounds and applying Band-Aids or ice-packs. 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.

If a participant becomes sick, our programs do not have the capacity to keep participants in isolation for long periods of time. In our experience, participants with medical conditions feel more comfortable recuperating at home. In such situations, the staff will contact parents and request that they come early and pick up their child from the program.

WHAT HAPPENS IF MY CHILD HAS SYMPTOMS OF ILLNESS OR COVID-19?

Participants who demonstrate any symptoms of illness, parents you should contact that Site Coordinator, and your child will not be allowed to participate in this program until they are well.



CITY OF BERKELEY

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

REFUND/CANCELLATION POLICY

WHAT IF I WANT A REFUND/CANCELLATION?

All refund, change, and cancellation requests must be made in writing and sent to the City Of Berkeley Recreation Office, 1720 Eighth St, Berkeley, CA 94710. All requests for refund must be directed to the Recreation & Youth Services Manager. The original receipt must be submitted with a written request for refund. The request must state the reason for refund, date, time, and location of program.

Refunds: All refund requests are subject to a 25% administrative fee, not to exceed \$150.00. Requests made less than 30 days prior to registered session are not eligible for a refund.

Cancellations: Cancellations are subject to a 25% administrative fee, not to exceed \$150.00. Cancellation requests made less than 30 days prior to registered session are not eligible for refund. Cancellation requests due to medical emergency or illness, including COVID-19 related illness, must be submitted in writing, accompanied by a doctor's note, and received no later than 30 days following the scheduled date of attendance.

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.

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

