



Updated 6/18/20

# Summer Camp Parent Handbook

## Special Camp Session: June 8-26



# Welcome to Camp

Dear Parents and Campers,

Thank you for choosing The City of El Cerrito's Summer Day Camp program. Though the look and feel of this special camp session may be different than what we had originally planned for summer 2020, we remain dedicated to providing a camp program that focuses on the health and safety of campers and staff, as well as allows our community to return to work while still providing plenty of **F.U.N.:** Friends, Unity, and New Experiences!

The Recreation Department will launch our summer program with a special camp session focused on the first period of summer, June 8-26<sup>th</sup>. During this time frame, families are required to commit to a three-week session where their camper will remain in the same pod of campers with the same staff throughout the entire session. We are offering an array of options in hopes of meeting the varying needs of our community, including full-day and half-day options for all grades.

This summer will involve experiences, procedures, and protocols that are new to both families and staff. To ensure the best possible summer experience for your camper, we ask that you carefully review this handbook as it contains important information to help you prepare for our special camp session. We also ask for your understanding that this new camp model is continually evolving, and practices and procedures may change as updated guidance and better practices are identified.

If you have questions after reading through the handbook, please don't hesitate to reach out via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us). We will do our best to provide you with answers.

Happy Camping!

## Contact Information

General, non-urgent questions are best directed to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us). Keep in mind that staff hours are limited, please be patient while we reply to all communications as quickly as possible.

Questions specific to City-Run pods can be emailed to [edo@ci.el-cerrito.ca.us](mailto:edo@ci.el-cerrito.ca.us). Questions specific to Specialty Camp pods can be emailed to [tmelton@ci.el-cerrito.ca.us](mailto:tmelton@ci.el-cerrito.ca.us).

Once camp begins, time sensitive questions or concerns are best directed to your specific camp site using the site phone numbers listed below.

Pod Locations	Lead Staff	Address and Phone Number
El Cerrito Community Center	Taylor Melton	7007 Moeser Lane, (510) 559-7000
Cerrito Vista Park	Jenya Jawad	950 Pomona Ave, (510) 559-7000
Fairmont Clubhouse	Anthony Billups	715 Lexington Ave, (510) 559-7031
Harding Clubhouse	Lila Banuelos	7115 C St., (510) 559-7030
Castro Clubhouse	Sheryl Shute	1420 Norvell St., (510) 806-5962

# Special Camp Session Pods

## Pods

A pod refers to a group of 12 or less campers who will remain together for the entire three-week session, and do not intermix with other pods of campers. Each pod will be led by staff or instructors dedicated specifically to that group. Pods can be thought of as your camp “household.” Children should only participate in one pod during this time including non-El Cerrito programs.

**City-Run pods** are supervised by a Recreation Supervisor and managed directly by a Community Services Coordinator. Each camp will have a Coordinator and team of Camp Counselors. Each full day camp group will be staffed with 2 morning staff and 2 afternoon staff. One of those 2 staff will be assigned as the ‘Lead’ for each shift. We make sure that all our camp staff are qualified in a variety of different areas such as CPR & First Aid, Sanitation and COVID-19 Prevention Protocols, Safety, Positive Discipline, Age-Appropriate Activities, and keeping camp F.U.N.!

**Specialty Camp pods** are supervised by a Recreation Supervisor and Community Services Coordinator. Specialty Camps are led by Contract Instructors who are experts in their fields and who are enthusiastic about passing their knowledge on to your camper. Some come from national organizations while others are members of the El Cerrito community themselves. All are oriented, provided training, and fingerprinted through the El Cerrito Recreation Department. For this special session, all instructors will remain dedicated to their pods only and will follow the City’s protocols.

**5/20/20:** Please note that for siblings or friends to be together, they must be enrolled in the same pod, for the same time slot. Please coordinate directly with your family/friends to ensure you are enrolling in the same pod. We will not be able to accommodate special requests. A mixed age K-6 camp that will keep siblings together is offered and highly recommended where feasible to keep households contained as much as possible. Keep in mind that space in pods is limited due to the 12-camper allowed maximum.

## Pod Locations

To allow for physical distancing, pods will be located at different clubhouses, parks, and facilities throughout El Cerrito. Each camp location is outfitted with games, sports equipment, art supplies and themed decorations to fit each camp week. Specialty Camp pods will be at the El Cerrito Community Center or at Cerrito Vista Park/Tennis Courts.

# Camp Activities

## City-Run Pods

City-Run pods will participate in outdoor group games that are approved by the Health Department, enrichment activities, arts and crafts, and physical activities such as dancing, yoga, hula hoop, jump rope, etc. Campers will have a siesta time to read for a short period of the afternoon, and all activities and games will emphasize math and language skills to keep these young minds active. The Health Department will allow camp groups to use play structures and some sporting equipment if it is disinfected between groups, and we will be happy to use them! These camps will run almost all activities outside, so it is important that your camper comes prepared for the weather. Please see the section on *What to Bring* for specifics.

SOCCER	FRISBEE	CAPTURE THE FLAG	NATURE WALKS	READING
SONGS	SKITS	KICKBALL	SCOOTER DAYS	WATER GAMES
ART	SCIENCE	CRAFT PROJECTS	DANCE	SCAVENGER HUNTS
BUBBLES	YOGA	CHALK PLAY	CHARADES	BASEBALL

## Themed Weeks

Each week has a special theme! There will be activities throughout the week that tie in with the theme. Campers may be asked to wear certain 'spirit' attire. Any special events will be conducted within a camp group.

## Special Session Limitations

Unfortunately, campers will not be able to participate in swim center activities, swim lessons, or field trips. Cooking projects will be discontinued. The usual special events where our camps congregate as a larger group will not occur. Campers will be limited to one pod per session and cannot be part of multiple pods (including activities that are not part of the City of El Cerrito's camp program). This means that partial-day options cannot be paired with in-person Specialty options. If you enroll into two City of El Cerrito camps (one AM and one PM Camp), you will be automatically unenrolled one of the camps at the Recreation Department's discretion. There will be no extended care (Early Birds or Late Birds) during this special camp session. However, you can enroll in a **VIRTUAL** camp to round out your day. Camp staff will keep the experience stimulating.

## Full Day City-Run Pod: Schedule Outline

Staff set an intentional and varying schedule for the week where each group will get to participate in a variety of activities. Some activities may be MODIFIED to keep physical distancing. Part of the camp experience is learning that while we can do fun things that we know we like, trying something different or new can also be exciting!

First Half Hour	Drop Off and Expectations
Next Hour	First Activity Period
Next 15 minutes	Snack
Next 75 minutes	Second Activity Period
Next Half Hour	Lunch
Next Half Hour	Outdoor Free Play
Next Half Hour	Siesta - Reading
Next 90 minutes	Third Activity Period
Next 15 minutes	Snack
Next 90 minutes	Fourth Activity Period
Last 30 minutes	Camp Closing – Group Circle & Pick Up

## HOTTIP!

Be sure to pack nut-free snacks and lunches and 3 FULL Water Bottles!

## **Specialty Camp Pods**

Specialty Camps offer the opportunity for your camper to explore age-appropriate activities and develop skills in specific subjects like athletics, engineering, performing arts and more. Specialty Camps are unique in that they allow campers to delve in and focus on a new interest or an activity they already love. Specialty Camp pods are offered as partial-day or all-day options.

## **Special Session Limitations**

Unfortunately, campers in Specialty Camps will not participate in swim center activities or trips to the nearby play structures. When applicable, camp performances will be recorded if possible and emailed to families (any final performances will not be allowed an audience). Campers will be limited to one pod per session and cannot be part of multiple pods. This means that partial-day options cannot be paired with Specialty options. If you enroll into two City of El Cerrito camps (one AM and one PM Camp), you will be automatically unenrolled one of the camps at the Recreation Department's discretion. There will be no extended care (Early Birds or Late Birds) during this special camp session.

## **Virtual Specialty Camps**

Some Specialty Camps will be offered virtually, and do not require the same restrictions as in-person camps. Virtual camp listing can be found at [www.el-cerrito.org/onlinereg](http://www.el-cerrito.org/onlinereg) beginning Tuesday, May 26, 2020. Virtual programs require access to a computer or tablet with internet access and streaming capabilities. Most virtual camps will require access links that will be provided via email to the primary email address on your account 1-2 business days prior to the start of camp. Please make sure your email address is correct in the WebTrac registration system.

# Good to Know

## What to Bring to Camp

Your camper should arrive in freshly laundered clothes, bathed, and with hands washed immediately prior to entering your car to transport to camp. In a **labeled backpack** your camper should bring:

- 3 FULL Water Bottles
- 1-2 Hats
- Sunscreen (please apply at home first! – Vanicream or heavy thick sunscreen recommended)
- 2-3 Nut-Free Snacks
- Nut-Free Lunch (for Full Day Options)
- For City-Run pods, project supplies including: markers, crayons, scissors and a glue stick. Your camp weekly newsletter may outline other supplies that may be needed
- For City-Run pods, books and/or reading material

Please pack more food than you would for a school day. Camp is more active, and children tend to have bigger appetites! Make sure all snacks and lunches are nut-free.

If the weather is cooler, a sweatshirt or light jacket is suggested. Layers are best. Please always send your camper in close-toed athletic shoes. No sandals, please! All articles of clothing worn or brought to camp should be clearly marked with the camper's name. We ask that campers please wear clean/laundered clothes to camp and avoid the re-wearing of items.

## What NOT to Bring

Campers should not bring cell phones, tablets, music devices, video games, trading cards, money or toys to camp. The El Cerrito Recreation Department, including Camp Staff and Instructors, are **not** responsible for any items that are brought to camp.

## Lost & Found

We ask that you label all your camper's belongings so that we can do our best to return lost items to the right camper or guardian. Parents/guardians will not be permitted to enter the camp area, therefore lost and found bins will not be available to check. Campers may rotate locations throughout their day (for example from the clubhouse to nearby field or on nature walks). Camp staff will remind campers at every transition to collect all their belongings and do their best to sweep the areas and identify/return missing items. All items not returned to campers by the end of the session will be donated.

# General Camp Procedures

## Registration Forms & Emergency Information

New for 2020 we are using an online form to collect emergency information: **JotForm**. It is required to submit the camper emergency information at <https://form.jotform.com/CityofElCerrito/summerreg2020>. This information is due immediately and campers cannot participate without submitting this form. Information collected includes (but is not limited to) a current clear faced photo of your child, emergency contacts, individuals authorized to pick up, medical information, and other relevant behavioral and health information. You can complete the form and submit it from a desktop, tablet, or phone. Please note that you will be required to complete the full form including uploading a photo **all at one time**.

*If you completed a **JotForm** for a previous camp that was cancelled, you do not need to resubmit a new form. However, we may need to collect additional information per the County Health Order in which case you will be sent a link to update your account.*

## Sunscreen

Please note that Staff or Specialty Camp Instructors will not apply your child's sunscreen for them but will regularly remind them to apply it. For younger campers, we recommend practicing at home before attending camp.

## Cancellations, Transfers & Registration Deadline

Cancellations or transfers will not be permitted during the special session, and no refunds will be provided except for medical reasons. All registrations must be completed by Monday, June 1, 2020. Campers must attend the entire three-week session.

## Late Pick-Up Policy & Fees

Late pick-ups are NOT permitted. As detailed in this handbook, each pod will have a strict designated pick-up window, and failure to arrive during that window will require a parent to call camp for a special pick-up and will result in a delay before your camper can be released. For health & safety reasons, parents/guardians picking up understand that if they miss their child's designated pick-up window, they may have to wait until the other pods at the camp location are finished with their pick-ups prior to their child being released and this will increase late fees due.

**Anytime a child is picked up after their regularly scheduled pick-up window in their pod, a late pick-up fee will be charged. Any late pick-up results in a \$20.00 charge and an additional \$1.00 per minute until your camper is released. Example: Releasing your child 45 minutes after your designated pick-up window results in \$20.00 + \$45.00 = \$65.00**

# Drop-Off and Pick-Up Procedures

## Drop-Off & Pick-Up Windows

Camp drop-off and pick-up times are very specific and must be followed stringently. Any exceptions must be approved by the Coordinator and require calls for children to be brought to the curb.

Camp	Camp Time	Drop Off Window	Pick Up Window
Early Full Day Camp	8:00 AM-4:30 PM	8:00-8:15 AM	4:15-4:30 PM
Mid Full Day Camp	8:30 AM-5:00 PM	8:30-8:45 AM	4:45-5:00 PM
Late Full Day Camp	9:00 AM-5:30 PM	9:00-9:15 AM	5:15-5:30 PM
Morning Partial Day Camp	8:30 AM-12:30 PM	8:30-8:45 AM	12:15-12:30 PM
Afternoon Partial Day Camp	1:30 PM-5:30 PM	1:30-1:45 PM	5:15-5:30 PM
Specialty Camp times vary. Parents/guardians must drop within 15 minutes of the camp start time, and pick-up within the last fifteen minutes of the camp's scheduled end time.			

## Camp Drop-Off and Pick-Up

Non-camp staff, including parents/guardians, are not permitted in the camp facility and/or surrounding areas used for camp activities. Special drop-off and pick-up procedures have been put into place to reduce possible exposure and prevent close congregation. Campers must be accompanied by a parent/guardian at drop-off to verify health screenings. It is requested that the same parent/guardian drop-off and pick-up as often as possible to limit interactions with multiple persons in the camp pod. Face-coverings should be worn during drop-off and pick-up, except children 12 years of age and under.

**Drop-off:** At each location, a curbside area will be identified as the drop-off/pick-up area. Parents are encouraged to remain in their vehicle when possible and answer staff questions from their car, especially after the first day. Tape lines will identify where the camp staff will stand and where parents can stand, 6 feet apart, to drop-off. Parents must arrive within the designated window for their pod. Campers must have all required supplies with them. Campers must arrive clean with washed hands, clean clothes, and sunscreen pre-applied.

**Pick-Up:** Staff will record who picked-up the child and at what time after checking the parent/guardian ID. All adult ID's need to be visible upon pickup. Adults must be on the authorized pickup list. Campers entering 5th grade and older may sign themselves out if the proper form is on file with staff. Early pick-ups will only be allowed at the discretion of the Supervisor and only for essential activities, not for parent convenience. Parents who arrive outside of the pick-up window must call the Site Phone number and wait in their vehicle until their camper can be released safely.

# Health Policies & Recommendations

## Medical Conditions & Vulnerable/High Risk Group Guidelines

The current Contra Costa County Health Order recommends excluding children who have underlying medical conditions that could put them at higher risk for severe illness from COVID-19. Participants in this category should consult with their doctor before enrolling in this program. Children with allergies, medical conditions, disabilities, or other pertinent health related information should include this information on their JotForm and emailing the camp supervisor is recommended.

## Health Screenings

Daily health screenings must be conducted at home every morning prior to dropping your child off at camp. Children with a temperature of 100 degrees or higher or are exhibiting any of the following symptoms will not be permitted to attend camp. Symptoms include cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, and/or vomiting.

Upon arrival at camp, parents will be asked to report that morning's temperature reading and asked if their child is experiencing any symptoms of illness. Verbal parent reports will be recorded by staff before the camper is admitted to camp. If campers pass the self-reported morning screening but are seen by staff to be exhibiting signs of illness, they will be subject to follow up screening including a temperature reading at camp via a touchless thermometer.

Throughout the day, if campers experience symptoms of illness at any point, the El Cerrito Recreation Department reserves the right to contact parents/guardians and require immediate pick-up from the program.

## Other "Best Practices"

To the extent possible, outside of camp, children should only be with members of their immediate household and regular/consistent caregiver during the special camp session (including weekends).

*5/20/20:* Starting at home health screenings two weeks prior to camp is strongly encouraged. Beginning 5/25, we recommend regularly conducting at-home temperature checks and being on alert for any signs of illness.

# COVID-19 Related Concerns

## Camp Facilities and Equipment

In addition to daily deep cleanings, frequent disinfection of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms and outdoor surfaces. Full-Day pods will have their own designated areas. Some partial-day pods may share a designated area at different times of the day in which case facilities will be cleaned and disinfected between groups. EPA approved disinfectants and cleaning products will be used by staff.

## **UPDATE: Face Coverings Required**

On 6/18/20, the [State of California issued new guidance](#) requiring the use of face coverings across the state in public spaces. This is true at all times indoors and outdoors when persons cannot be physically distant. We have been in contact with both the County and State Health Departments for clarification in interpreting this order in the camp setting. The State Health Department views your camp pod as a social bubble and stated that they would require all campers to wear a face covering when indoors. When outdoors, if able to remain physically distant, they may take their face covering down. They recognize that children are young and this will be a 'best practice' that requires lots of reminders and may not always work. But if they are coming in close contact with staff or other children, they will need to keep their face coverings on.

From our experience, this will work best if all campers wear either a face shield (most comfortable), a bandana or cowl-style covering. Face shields are best if they are hard plastic (flexible plastic models can diminish vision). Any camper that comes with an ear-loop style covering should have it on a string so they can wear it as a necklace and keep it on their body at all times. Please send your camper with a face covering each day and have them wear it at drop off. Make sure to have the face covering attached to your camper so that it cannot stray. Please wash all face coverings every day after camp, and talk to your camper about the importance of keeping their distance from others when possible and inform them of these changes.

## **Camper and Staff Hygiene**

Campers and staff will be expected to follow the below protocols regarding hygiene and prevention while at camp:

- ✓ Staff and campers are required to wear face-coverings while at camp, unless exempt by the [California Department of Public Health](#).
- ✓ Campers and Staff will wash hands often with soap and water, especially if visibly dirty. Hand sanitizer will be used if soap and water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands.
- ✓ Campers must keep their hands to themselves and physical distancing will be encouraged whenever possible. Campers may come into close contact with others in their pod. However, each pod will have their own designated space that is physically distanced from any other pod.
- ✓ Toys and equipment will not be shared amongst other pods.
- ✓ All campers and staff should cover coughs and sneezes and wash hands right after doing so.
- ✓ Campers must bring their own snacks and lunch. No one will be allowed to share food. Snack/lunch will be eaten away from other pods.
- ✓ All children and staff should engage in proper hand hygiene at the following times: arrival to the facility and after breaks, before and after eating or handling food, after using the restroom, after playing outdoors, after handling garbage. After assisting children with handwashing, staff will wash their hands. Signs will be posted describing handwashing steps near sinks.

## **Isolation, Sick Child, & Sick Staff Policy**

Sick children and staff are required to stay home and will not be allowed to participate in camp. "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100°F or higher), sore throat, chills, vomiting, and/or diarrhea. Should your child develop any of the symptoms above, please immediately notify the program via email to [recreation@ci.el-cerrito.ca.us](mailto:recreation@ci.el-cerrito.ca.us).

Staff will be vigilant in monitoring symptoms of campers and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above). Children and staff who arrive sick or become sick while at camp will be sent home immediately. Parents/guardians must be prepared to pick up as soon as possible should they receive notification that their camper is showing signs of illness.

Staff and campers who become sick while at camp will be isolated from all other campers. One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the isolation area until a parent/guardian arrives to pick them up. Staff will also be required to wear PPE including gloves and face shield. Children will be made as comfortable as possible. If a pod has a COVID-19 confirmed participant, the other members of that pod will be informed. Staff will follow up with County Health Services to implement contact tracing procedures. Further, it is likely that pods/camp programming may be cancelled due to an illness in the program.

Sick staff members and campers may not return until they have consulted with their doctor about resuming public activities. A record that a doctor was consulted will be required to be readmitted into any programs.

# Non-COVID-19 Health Related Concerns

All health-related concerns should be noted clearly on your child's JotForm. We also recommend when possible speaking directly to your camp instructors.

## Accidents, Insurance and Liability

If a camper experiences mild to serious accident or injury, staff will call the phone numbers listed on your JotForm (Emergency Form).

1. If a child sustains an injury needing attention beyond standard first aid, staff will phone the local emergency number/911 for assistance. The parent/guardian will be contacted. If the parent or guardian cannot be immediately contacted staff will make every attempt to contact a person on the emergency contact list.
2. When 911 is called an ambulance may be dispatched.
3. Only authorization by a parent/guardian can cancel an ambulance.
4. The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/guardian.
5. If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives.
6. The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service.
7. The City does not provide accident insurance for childcare children.
8. The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

## Medication

Parents/guardians of children who must take prescription medication during camp hours must provide written instructions and permission to assist in administering the medication. Please email [edo@ci.el-cerrito.ca.us](mailto:edo@ci.el-cerrito.ca.us) for instructions and permission form. All medication must be in original packaging with labeled instructions from the prescribing doctor. When possible, please give one week's notice to arrange for this service.

## Disabilities, Allergies, Special Needs and Fears

Please notify your Camp Supervisor of any disabilities, special needs or allergies that pertain to your child. This information allows staff to provide the best possible care for your child. For the safety of your children, our guideline for campers with special needs is if your child requires an aide in the classroom, they require an aide at camp as well. Any exceptions would be at the discretion of the Recreation Supervisor, with prior knowledge of how a child interacts in the program.

# Behavior Policy

It is the goal of the El Cerrito Recreation Department to provide a safe, positive and fun experience for all participants in our camps. To achieve this goal, we ask that everyone follow instructions and rules as stated by City Staff and Instructors, use appropriate language, never verbally or physically harm another person, and be respectful of others and their belongings as well as facilities and equipment.

For youth participants, staff and instructors will keep an open line of communication with parents/guardians. Should any misbehavior, behavioral changes or positive incidents occur with a child in our care, Staff members/Contract Instructors are directed to have a discussion with the parent/guardian. This summer, especially, with necessary protective policies and procedures in place, all campers must be able to follow instructions specific to the health & safety of themselves and others.

In the case of behavior problems:

1. Staff/ Instructors will take steps to resolve the behavior directly with the participant. This may include actions such as repeating rules and expectations or giving verbal warnings. Youth may be directed to an alternative activity or given time away from the group to calm and self-reflect. For youth related incidents, Staff will record any incidents of behavior issues on a Behavior Report Form that is kept at the site. Independent Contractors (Instructors) will keep a record of their own.
2. If youth behavior problems continue, Staff/Instructors will speak with the parent/ guardian, informing them of the behavior issues and asking for their assistance in resolving the matter. Staff/Instructors should continue to share with parent/guardian what Staff/Contract Instructors are doing at the site to correct the behavior. Staff/Instructors may also request a formal meeting with the participant or their parent/guardian if the behavior continues. Parents/guardians must agree to work with City Staff to come to resolution on problems.
3. Continuation of misbehavior may result in the suspension or dismissal of the participant from the program. Refunds will not be issued if a participant is temporarily suspended or dismissed from the program.

Consequences for misbehavior may reflect the severity of the participant's actions. Disciplinary steps may not be sequential and one severe act, as determined by the El Cerrito Recreation Department, may lead to immediate dismissal from the program(s). Campers may also be dismissed from the program if parents/guardians are refusing to engage and collaborate in a productive manner with staff on working towards solutions.

# Child Abuse Prevention

The health and well-being of your child(ren) is essential to the City of El Cerrito Recreation Department. The Department has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents will be informed about their child's program participation.
- Staff will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the supervisor will be notified immediately.
- Staff will offer information on child abuse and assistance to parents and children through workshops and resource materials upon request.
- Staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in and sign-out logs will be maintained on a daily basis and kept on file.
- Staff and volunteers will not verbally or emotionally abuse or punish children.
- Staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care, such as food and shelter.
- Staff will be finger-printed and receive clearances before working.
- Staff training will include information about the signs of child abuse and the approved procedures for responding to the suspicion of abuse.
- It is the Recreation Department's policy that staff may not be alone with children they meet in City of El Cerrito programs outside of the program. This includes babysitting, sleepovers, inviting children to their home, gift-giving and special phone calls to an individual child. We ask that you please not jeopardize a staff members' employment by asking them to babysit.
- To report concerns, please contact the Recreation Supervisor overseeing Youth Services at 510- 559-7003.
- When an incident occurs and/or is brought to our attention, the Recreation Department is legally bound to notify Child Protective Services (CPS).