



PARENT HANDBOOK

SUMMER CAMP 2022

Welcome to Camp

Dear Parents and Campers,

Thank you for choosing The City of El Cerrito's Summer Camp program. The Recreation Department remains dedicated to providing a camp program that focuses on the health of campers and staff, as well as allows our community to receive essential childcare services while still providing plenty of F.U.N.: Friends, Unity, and New Experiences!

Our team learned A LOT during the summers of 2020 and 2021, and continues to build knowledge and understanding around offering safe, creative youth programs during the COVID-19 pandemic throughout the school year. We are excited to be able to use this knowledge to provide our community with summer camps that they can feel confident in. For Summer 2022, we are excited to begin the transition back to our pre-pandemic model and offer weekly camp sessions with both full and half-day options. This summer we will continue with COVID protocols in place, detailed in this handbook.

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 summer camp in El Cerrito. We also ask for your understanding that guidelines in response to the pandemic are continually evolving, 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. We will do our best to provide you with answers.

Happy Camping!

Summer Camp 2022 Schedule

Camps will be offered in one-week sessions, for nine weeks of summer.

- Week 1: 6/13-6/17
- Week 2: 6/20-6/24
- Week 3: 6/27-7/1
- Week 4*: 7/5-7/8
- Week 5: 7/11-7/15
- Week 6: 7/18-7/22
- Week 7: 7/25-7/29
- Week 8: 8/1-8/5
- Week 9: 8/8-8/12

**No Camp Mon 7/4. 4-day session, Tues-Fri*

Subject to Change

Our Summer Camp Handbook is a living document that may be revised as State and County guidelines, or other circumstances around the health and safety of our campers, changes. If revised, the revision date will be listed here and any changes made will be indicated by red text.

Revised 2/28/22

City of El Cerrito Camps

The City of El Cerrito Recreation Department offers traditional day camp opportunities through "Camp Everything," as well as Specialty Camps focused on a specific subject.

Camp Everything includes our City-run camps Adventure, Discovery, and Explorers. These camps 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 who 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.! Camp Everything offers a classic day camp experience by having campers engage in a wide variety of activities each week including art and science projects, sports and school yard games, songs and cheers, and so much more! Camp Everything campers will be issued one (1) dry-wick camp shirt for the summer on the first Monday they attend. Campers must wear their camp shirt to camp on swim days and field trip days. Additional camp shirts can be purchased at the Community Center Office.

Specialty Camps hone in on a specific topic. Whether that be a sport, LEGO engineering, textile arts, or so much more- campers will have the chance to delve into their specialty and truly explore it. Specialty Camps are typically led by Contract Instructors who are experts in their fields, experienced in leading youth programs, 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 provided training by and fingerprinted through the El Cerrito Recreation Department, and supervised by a Recreation Supervisor.

Contact Information

General, non-urgent questions are best directed to recreation@ci.el-cerrito.ca.us. Questions specific to "Camp Everything" City-run camps can be emailed to edo@ci.el-cerrito.ca.us, or directly to your camp Coordinator. Questions specific to Specialty Camp camps can be emailed to tmelton@ci.el-cerrito.ca.us. Once a session begins, time sensitive questions or concerns are best directed to your specific camp site using the site phone numbers listed below.

Locations	Lead Staff	Address and Phone Number
El Cerrito Community Center		7007 Moeser Lane, (510) 559-7000
Prospect Sierra Middle School	Taylor Melton	960 Avis Dr., (510) 559-7004
Fairmont Clubhouse	Sheryl Shute	715 Lexington Ave., (510) 559-7031
Harding Clubhouse	Lila Banuelos	7115 C St., (510) 559-7030
Castro Clubhouse	Anthony Billups	1420 Norvell St., (510) 806-5962
Cerrito Vista Park		950 Pomona
Cerrito Vista Tennis Courts		Corner of Moeser & Avis

Registration & Health & Safety Forms

Registration for 2022 summer camps begin Tuesday, March 1st and is accepted online only at www.elcerrito.org/onlinereg. All camp registrations completed March 1st are eligible for a 10% discount (discount does not apply to any enrollments after 3/1, including transfers or waitlist enrollments). After online registration, once per summer, families will need to complete an additional online form (JotForm) to provide Health & Safety information. To complete your summer 2022 JotForm, visit <https://form.jotform.com/CityofElCerrito/Summer2022>. **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, 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.

Camp Fees

Fees vary by camp, and are listed in the Summer Camp Guide with each camp description. The listed fees are the fees per week. Families will have the option to pay in full at the time of registration or pay a \$35 per camp non-refundable deposit that secures their space. Families who opt for the deposit will make an additional automatically charged payment two weeks prior to the start of their camp week (see schedule below) using their credit card on file. Families that register for a session after the auto-debit date will need to pay in full.

Auto-Debit Payment Schedule:

Camp Week	Auto-Debit Date
Week 1: 6/13-6/17	Monday, May 30, 2022
Week 2: 6/20-6/24	Monday, June 6, 2022
Week 3: 6/27-7/1	Monday June 13, 2022
Week 4: 7/5-7/8	Monday June 20, 2022
Week 5: 7/11-7/15	Monday June 27, 2022

Camp Week	Auto-Debit Date
Week 6: 7/18-7/22	Tuesday, July 5, 2022
Week 7: 7/25-7/29	Monday July 11, 2022
Week 8: 8/1-8/5	Monday July 18, 2022
Week 9: 8/8-8/12	Monday, July 25, 2022

Some Specialty Camps may additionally have a **Materials Fee**, which is not paid at the time of registration but instead paid directly to the camp instructor on the first day of camp. If a camp has a Materials Fee, that fee is also listed in the camp description, separate from the camp fee, and should be paid by check not cash. Some instructors may provide an alternate method of making payment (such as PayPal or Venmo), and this information will be included on your registration receipt.

Cancellations & Transfers

Cancellation requests must be made no less than two weeks prior to the camp start date. All cancellations will result in the loss of the camp deposit amount (\$35). Cancellation/refund requests with less than two weeks' notice will not be permitted except for *medical reasons supported by a doctor's note. ****Camper COVID-19 related illness will not be eligible for refund but will be eligible for transfer to a later camp session or account credit.*** Transfer requests also require two weeks' notice and a transfer fee of \$35 will be incurred if transfer is approved. If a camp is cancelled at any time by the Recreation Department (such as due to instructor illness, or in cases where camps do not meet their minimum enrollment), families will be eligible for a full refund.

Registration Deadline

Registrations must be completed online the Thursday prior to the camp start date to ensure staff have time to check for and prepare Health & Safety forms and rosters. Space permitting, registrations may be accepted after the registration deadline. To inquire about registering after the deadline, email recreation@ci.el-cerrito.ca.us.

COVID-19 Cancellations

While the El Cerrito Recreation Department will do what we can to make the camp environment as safe as possible, families are reminded that the possibility of COVID-19 transmission cannot be eliminated. Case rates as well as Health Orders, guidelines, and vaccination/testing requirements from State and County authorities are subject to change at any time. Families will not be eligible for a refund outside of our cancellation policy due to such changes.

Scholarships

The Recreation Department is excited to continue our more robust scholarship program. Families are eligible to receive \$300 per child, up to two times per year. Additionally, eligibility criteria have been expanded so that more families qualify. More information can be found at www.el-cerrito.org/scholarship.

Participant Contact Info

Weekly Emails

Please make sure your correct email address is on file, and check messages regularly. On the Thursday or Friday before the start of each camp week, an email will go out from Recreation Department staff with important information such as camp location reminders, anything your camper may need to bring, and other details that will help your family have a smooth experience. If in a Specialty Camp, instructors may send their own emails or send home notes detailing their activities and curriculum for the week.

Change of Address/Phone Number

It is important that the parent/guardian contact the site as well as the El Cerrito Recreation Office via email to recreation@ci.el-cerrito.ca.us if their home address or phone numbers change during the session. In the event of an emergency, staff must always have the most current contact and emergency information. Proof of household address may be requested at any time to verify residency. This may be in the form of a utility bill or rental lease.

Minimum and Maximum Enrollments

All camps need a minimum number of campers to run (the actual number varies by camp). Camps that do not meet their enrollment minimum are subject to cancellation with full refund. Families will be notified via email the Thursday before their camp start date if their camp is cancelled due to low enrollment. Camp maximums also vary by camp and include considerations such as number of staff/instructors, physical space, and curriculum needs. If a camp is full, families are encouraged to join the waitlist.

Waitlist Policy

Once a camp is full, you can still complete the registration process to join waitlist (no fees will be charged at that time). If space becomes available or a new camp is added, waitlist families will be called and/or emailed in order and given 1-2 business days to respond. If you do not hear from the Recreation Office regarding the waitlist, it means no space has become available.

Drop-Off & Pick-Up

Drop-Off: Parents/guardians are asked to bring their camper within the first ten minutes of the camp start time. Please do not drop your child off prior to the camp start time, as instructors/staff may have a limited amount of time to prepare their space and materials. On the first day of camp, parents/guardians are encouraged share with the camp instructor any information that may help their camper have the best experience possible.

Pick-Up: Campers are required to be signed out by a parent/guardian or "authorized pick-up person" (as stated on your account) each camp day. All adults must show IDs at pick-up. Campers in grades 5+ may sign themselves out of camp ONLY if they have a Permission to Sign Out Form on file for that camp week. Permission to Sign Out Forms need to be completed for EACH CAMP that your child is permitted to sign themselves out of. Permission to Sign Out Forms are available at <http://www.el-cerrito.org/summercamp> and can be emailed to recreation@ci.el-cerrito.ca.us. They may also be turned in directly to the camp instructor on the first day of camp.

Drop-off and pick-up will occur at a designated area . Non-camp staff, including parents/guardians, are not permitted beyond this designated area.

Late Pick-Up Policy & Fees

Late pick-ups after the camp end time are NOT permitted. Every time a child is picked up after their camp's stated end time, 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 signed out. Example: If the guardian arrives 15 minutes after the designated camp end time, this results in a fee of \$20.00 + \$15.00 = \$35.00.

Transportation

Many camps involve some form of transportation, whether it's a nature walk, getting your camper from their AM camp to their PM camp, or Camp Everything field trips and pool visits. Staff receive detailed training and practice around proper transportation and offsite supervision protocols. Campers will always be supervised. Campers may be walked to different facilities depending on their schedule for the week (for example, Adventure Campers may walk from Harding Clubhouse to the Swim Center, or AM Campers may walk from Prospect Sierra to Cerrito Vista for their PM camp). For Camp Everything local trips, transportation will be handled with City of El Cerrito Recreation Department vans or a chartered bus. Explorers or LIT's may use BART at times. It is important to be on time for field trips. Campers will not be permitted to participate in the field trip if they haven't arrived at the designated departure site on time.

Sunscreen

Please send your child to camp with sunscreen already on each day and provide sunscreen for reapplication throughout the day. Please note that Staff or 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.

What to Bring to Camp

Your camper should arrive in freshly laundered clothes, bathed, and with hands washed and a face covering (surgical mask or KN95/N95). In a labeled backpack or rolling bag your camper should bring:

- 1-2 back-up face coverings
- 1 full water bottles
- layered athletic clothing, all items labeled
- sweater or light jacket
- sunscreen
- 2-3 nut-free snacks
- nut-free lunch (if in all-day camp)
- hat
- closed-toe athletic shoes (no sandals)

A camp welcome email will go out weekly which may outline other recommended items specific to your camp.

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.

What NOT to Bring to Camp

Campers should not bring cell phones, tablets (including Kindles/reading devices), music devices, video games, trading cards, money or toys to camp.

Lost & Found

Camper's belongings should be labeled so that staff can do their best to return lost items. One lost and found container will be kept at each camp location. Parents/guardians are encouraged to check the container at pick-up. Containers will be emptied as needed to maintain a clean environment, and all items in the container are subject to donation at the end of each week. Camp staff will remind campers at every transition to collect all belongings and do their best to sweep the areas and identify/return missing items. The El Cerrito Recreation Department, including Camp Staff and Instructors, are not responsible for any items that are brought to camp.

The Camp Everything Experience

WHERE WILL I BE? Camp Everything Camps are in different locations based on the campers' entering grade. Each site is outfitted with games, sports equipment, art supplies and themed decor to fit each camp week.

THEMED WEEKS: Each week has a special theme at Camp Everything! There will be activities throughout the week that tie in with the theme. Fridays typically include a Special Event such as relays, carnival games, and contests.

WHAT WILL CAMPERS DO? Camp Everything campers participate in organized outdoor games, swimming, field trips for older children and guest visitors for the youngest group. See the Activity Guide on our website, www.elcerrito.org/recguide for some of the specific activities and field trips that we offer at camp. Below are some of the activities your camper may participate in while at Camp Everything (all equipment provided).

SOCCER	FRISBEE	CAPTURE THE FLAG	NATURE WALKS	RELAY RACES	SKITS
ART	REC SWIM	WATER GAMES	SONGS	SPLASH PARK	SCIENCE
DANCE	BUBBLES	CHALK PLAY	CRAFT PROJECTS	KICKBALL	BASKETBALL

FIELD TRIPS are returning this summer for Discovery and Explorers! Each Thursday, Discovery Camp will enjoy either an excursion offsite, or a special event onsite. Explorers camp will enjoy one "mini" (local) field trip each Tuesday, as well as a bigger excursion on Thursdays. See page 6 of the rECguide for excursion details. **Please note that some field trip venues may require proof of vaccination, in which case parents/guardians must send their camper to camp with a copy of their proof of vaccination.**

SWIM LESSONS AND RECREATION SWIMMING are part of the camp program. Adventure & Discovery Campers have instructional swimming included in their activities twice a week beginning Week 2. Adventure Campers visit the Splash Park twice per week, while Discovery Campers participate in Recreation Swim twice per week and will enjoy Splash Park visits as well. Explorer Campers enjoy Recreation Swim three times a week, and have field trips the other two days.

While at the Swim Center, all campers must wear their dry-wick Camp Shirt for visibility and sun protection. Campers must be 48 inches tall to ride the water slide and must pass a swim test for entrance into the lap pool.

On swim days families should pack a plastic bag for wet items, a towel, their camp shirt/rashguard and additional sunscreen. All campers should come with sunscreen pre-applied. If it is possible to send your child to camp with their bathing suit on, that is best. (Please no one-piece bathing suits). All campers will receive a free dry-wick camp shirt their first day and first week of camp to wear as a rashguard on swim days as well.

Camp emails will go out each Thursday before camp with detailed information about the upcoming week's activities. Copies of this information will be available Monday morning at drop-off as well.

CAMP EVERYTHING 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/Quiet Play → Next 90 minutes: Third Activity Period → Next 15 minutes: Snack
Next 90 minutes: Fourth Activity Period → Last Half Hour: Camp Closing – Group Circle & Pick Up

COVID-19 Health & Safety

Daily Home Health Screening

Parents/guardians must monitor their child's health daily and complete a "passive health screening" at home. This includes temperature checks and monitoring for any illness symptoms.

Masking

Face coverings/masks must be worn in accordance with CDPH Guidelines and the Contra Costa County Health Order. Masks are required in all indoor camp settings and may be required in outdoor settings. All campers must arrive to camp with a mask. KN95/N95 masks are strongly encouraged though surgical masks are also acceptable. Face coverings may be removed only for meals, snacks, or mask breaks, all of which should occur outdoors and physically distanced.

If a camper refuses to wear their mask, staff will direct the student to put their face covering on and will offer a safe mask break if needed. If the student continues to refuse to wear a face-covering the parent/guardian will be notified and required to pick-up their child.

Camp Hygiene

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

- Campers must bring their own snacks and lunch. No one will be allowed to share food. Snack/lunch will be eaten outdoors.
- Staff/Instructors and campers will wash hands often with soap and water, especially if visibly dirty. Outdoor camps will have a designated restroom as well as portable sinks nearby. 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.
- 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, and after handling garbage. After assisting children with handwashing, staff will wash their hands.
- Campers must keep their hands to themselves, and physical distancing will be encouraged whenever possible.
- All campers and staff should cover coughs and sneezes and wash hands right after doing so.

Ventilation

Many camps will take place outdoors during summer 2022. For indoor camps, ventilation will be optimized. Strategies will include keeping windows and doors open, equipping spaces with air purifiers with HEPA filtration, and use of HVAC systems/exhaust fans.

Stable Groups

State guidance no longer limits the number of in-person care settings in which a child can participate at the same time. To reduce the risk of exposure to and transmission of COVID-19, it's still recommended that children participate in as few groups as possible. While campers will be able to attend both an AM and PM camp in the same week to allow for a full day of care, other options that would further intermix campers (such as Early Bird and Late Bird extended care, or daily drop-in options) will not be offered at this time.

Sick Child & Sick Staff Policy

Sick campers 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, loss of taste or smell, chills, vomiting, diarrhea, muscle/body aches, headache, runny nose and/or congestion.

Staff will be vigilant in monitoring symptoms and will notify a supervisor if they or a child is showing signs of illness. Campers and staff who arrive 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 or expressing signs of illness. Staff and campers who become sick while at camp will be isolated from other campers.

If a camper is kept home or sent home due to illness symptoms, they will be required to follow State COVID-19 guidance for potentially exposed, symptomatic persons, unless symptoms are non-COVID related supported by a Doctor's note or negative COVID test. All campers must be fever free for a full 24 hours before returning to camp.

Submitting COVID-19 Test Results

If you need to submit COVID-19 test results or doctor's notes at anytime throughout our 9 weeks of summer camp, please do so at <https://form.jotform.com/CityofElCerrito/campercovidtestresults>.

Quarantine & Isolation

Campers and staff are required to follow CDPH's Guidance for Quarantine and Isolation if they are notified of a close contact COVID-19 exposure or if they test positive for COVID-19.

Positive COVID-19 Case at Camp

Staff and camp families are required to notify the El Cerrito Recreation Department if their camper tests positive for COVID-19 while enrolled in camp or over the weekend immediately following their camp week. Notifications should be emailed to tmelton@ci.el-cerrito.ca.us and edo@ci.el-cerrito.ca.us.

If a positive case is reported to the El Cerrito Recreation Department, staff will send a timely email notice to anyone identified to be a potential close contact. Personal information including names will not be disclosed in notifications, which by way of example only will read something like:

We are sending this letter to inform you that a child or staff in your camp has tested positive for COVID-19. Records indicate that your child may have been exposed to this individual and is considered a "close contact."

Close contact notifications will include "next steps" on quarantining and testing, important dates, and contact information to Contra Costa County resources. "Next Steps" will be in accordance with CDPH Guidelines.

Latest CDPH Guidance: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>



PROTECT YOUNG KIDS FROM COVID-19

While fewer kids have gotten COVID-19 than adults, kids can still get and spread the virus, even if they don't feel sick.

How are childcare centers and schools protecting kids from COVID-19?

Childcare centers and schools use many different tools to protect children, teachers and staff:

- Encouraging COVID-19 vaccination
- Requiring or offering COVID-19 testing
- Encouraging handwashing
- Requiring masks for everyone age 2 and older
- Improving air flow and ventilation
- Requiring sick people to stay home

How can I protect my family from COVID-19?

Getting vaccinated is the best way to prevent COVID-19 at home and at school. When families, teachers, staff and students 12 years and older are fully vaccinated, COVID-19 outbreaks are less likely to happen.

Other ways to protect your family:

- Wear a mask in public indoor places and crowded outdoor places
- If your child is under age 2 and can't wear a mask, limit visits with unvaccinated people and keep distance from other people in public
- Choose outdoor activities instead of indoor ones
- If indoors, bring in fresh air by opening windows and doors
- Avoid crowded places
- Avoid activities where people are singing, chanting or shouting
- Wash your hands often or use hand sanitizer with at least 60% alcohol

When should I keep my child home from school or childcare?

Keep your child home and get them tested if they:

- Have symptoms of COVID-19, including fever, cough, fatigue and headache. View a symptom comparison chart: <https://bit.ly/38Zw4hA>.
- Have spent time with someone who has COVID-19

What if someone gets sick?

- Keep the sick person home from school, childcare or work for 10 days or until feeling better and fever-free for 24 hours without medication
- Ask your doctor for a free COVID-19 test
- Tell the people that you have spent time with that they may have been exposed to COVID-19
- Have the sick person use a separate bedroom and bathroom for 10 days or until feeling better and fever-free for 24 hours without medication, if possible
- Avoid sharing personal items like dishes and towels

For more information and to get vaccinated, visit cchealth.org/coronavirus

RESPONSE
Coronavirus (COVID-19)

CONTRA COSTA
HEALTH SERVICES



Non-COVID-19 Health Related Concerns

Accidents, Insurance and Liability

If a camper experiences a minor accident or injury at camp, staff will call the phone numbers listed for the parents/guardians. If a child sustains a more serious injury needing attention beyond standard first aid, staff may phone the local emergency number or 911 for assistance prior to calling the parent/guardian. If the parent or guardian cannot be immediately contacted staff will make every attempt to contact other persons on the emergency contact list.

When 911 is called an ambulance may be dispatched. Only authorization by a parent/guardian can cancel an ambulance. 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. If your child is transported to a local hospital facility, a staff member will remain with the child until a parent/guardian arrives. The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service. The City does not provide accident insurance for childcare children. The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

Lice Policy

If any member of your family has lice, please contact us immediately so that we can take precautionary measures to impede the spread. We will notify all families on the same day we receive this information. We require that all families do a thorough check of their child at home after any lice notification. Children who have had lice may return to care after they are treated if there are no signs of lice, nits, or eggs. We will not disclose any personal/identifying information when providing family notifications.

Medication at Camp

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 for instructions and permission form. All medication must be in original packaging with labeled instructions from the prescribing doctor. When possible, please give one weeks' notice so that supervisors can review provided information with site staff.

Making Camp a Place for Everyone!

Our team is experienced in working with families to address disabilities, allergies, special needs, fears and more. Parents are encouraged to keep an open line of communication with staff so that we can provide the best possible care for your child. If there is information that allows us to create a better, more accommodating experience for your child the best first step is contacting the program supervisor (Camp Everything edo@ci.el-cerrito.ca.us, Specialty Camps: tmelton@ci.el-cerrito.ca.us). Examples:

Food Allergies: If your camper has a food allergy, we can advise families in your camp not to bring that food via our weekly newsletter

Camp Aides: If your child requires an aide in the classroom, our experience is that they likely require an aide at camp as well (exceptions are at the discretion of the Recreation Supervisor). Aides are welcome in our program, and we are happy to assist with camp readiness and the required background check process.

Behavior Policy

We have adopted the Positive Discipline model and train staff to use this system in managing program environments. Staff are trained to develop and maintain an open line of communication with parents/guardians. Should any misbehavior, behavioral changes, positive or challenging incidents occur with a child in our program, staff will speak with the parent/guardian. No corporal punishment or punitive measures are administered in our programs.

The El Cerrito Recreation Department strives to provide an environment that supports positive behavior management through a combination of setting boundaries, reminders, and providing encouragement. Children must not verbally or physically abuse or hurt themselves, staff, or other children in City of El Cerrito programs. This includes but is not limited to:

- Deliberate mistreatment of other children, including bullying
- Uncooperative, abusive behavior (physically or verbally) towards staff
- Deliberate misuse of equipment, materials, and destruction of property
- Leaving the sites or field trip locations without authorization
- Bringing dangerous objects to program
- Using threatening language towards self, staff, or other children in the program

Children differ widely, but inappropriate behavior can be lessened using a range of guidance techniques. The most common methods used in City of El Cerrito Child Care programs are:

- Diverting children and redirecting the child to a new activity
- Recalling rules to internalize positive behavior
- Resolving conflicts by problem-solving and discussion
- Providing a related, age-appropriate consequence to the situation

In the case that a behavior is unable to be managed using the above methods, staff will discuss the behavior with a parent/guardian and ask for their assistance in the matter. We require parents/guardians to work cooperatively with pod leaders to continue to serve the child. Staff records any incidents of misbehavior on behavior report forms that are kept on file. If misbehavior continues, staff will again speak with the parent/guardian regarding the incident letting them know that the child's behavior needs to be corrected. If the misbehavior continues after repeated attempts to manage behavior and utilize help from the family, a parent/guardian will be reminded of the seriousness of the behavior. The parent/guardian will be informed that if the behavior does not change the child may be suspended and/or dismissed from the program. Continuation of poor behavior may result in the suspension and/or dismissal of the child from the program. The Coordinator or Supervisor reserves the right to suspend or dismiss a child from the program immediately if unsafe behavior occurs or the child harms another child or staff.

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

Mandated Reporting

The State of California mandates all childcare professionals report any instance of observed or suspected child abuse or neglect of a child, including those reported by the child. Staff are trained in the recognition and reporting of suspected abuse or neglect.

Prevention Measures

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 by parents. Sign-in and sign-out logs will be maintained daily and kept on file.
- Staff are not able to release children to adults who show visible or obvious signs of intoxication.
- 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 fingerprinted, undergo a background check, and receive clearance 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).

Parent/Guardian Involvement

While involvement in the program is essential, non-program staff, including parents/guardians, have limited access to program facilities and may only be permitted in designated areas of program sites. Because of this, it is important to stay in communication with your staff team and provide questions, comments, and feedback to staff via email or phone call. Parents/Guardians are welcomed and encouraged to reach out to staff with any questions or concerns and be reassured that you will receive a thoughtful response.