



San Francisco Recreation and Park Department

Summer Camp

Parent

2020 Guide





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**General Manager**  
San Francisco  
Recreation and Park  
Department

Dear Parents and Guardians,

Summer is a magical time for children, and we are thrilled to be able to provide a fun, safe environment with this year's camps. While our summer camps will look a little different, they will still offer children the same opportunities to forge friendships, get creative, and learn new skills.

In order to prevent the spread of COVID-19, we are strictly following the health order, including temperature screenings and enhanced cleaning. We've designed our camps in "pods" of no more than 12 children to limit co-mingling. Kids and staff will stay in the same cohort for each of the three distinct three-week camp sessions.

Summer camp is a time for growth and connection. This parent handbook is your guide to help us provide a fantastic summer experience. Each of our staff members has been carefully selected based on their skills, talents and commitment to healthy child development. They are looking forward to getting to know your family and will be happy to answer any questions.

Have a great summer!  
Phil Ginsburg





# WE ARE COMMITTED TO QUALITY

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## DAY CAMP WAIVER

By signing up for our camps, you agree to the following: The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19. The availability of childcare and summer camp is an important step in the resumption of activities. However, the decision by the Health Officer to allow childcare and summer camps for all families at facilities that follow required safety rules, does not mean that attending childcare or summer camp is free of risk. Enrolling a child in childcare or summer camp could increase the risk of the child becoming infected with COVID-19. While the majority of children that become infected do well, there is still much more to learn about corona virus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in summer camp, including whether they need to take additional precautions to protect the health of their child and others in the household. They should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider. More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2020-ncov/>. I understand the risks associated with enrolling my

child in summer camp, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the summer camp imposes as a condition of enrolling my child. The COVID-19 pandemic has impacted this year’s summer camp offerings by requiring smaller groups of children and by specifying the length of each camp session.

This means the number of spots available is limited. We will offer three sessions which will operate for 3 weeks each:

**SESSION 1:** June 15 – July 2nd – No camp July 3rd

**SESSION 2:** July 6 – July 24th

**SESSION 3:** July 27 – August 14

All camps (except Farm Camp) will operate from 8:30 a.m. – 5:30 p.m. There is no precare or aftercare.

Withdrawal fees apply: **20%** of total session fees if withdraw at least 1 week before camp starts; after that, no refund.

All camps are operating under the following guidelines to ensure safety:

### SF Health Order

The following are our guidelines for providing summer camps this year:

- 1.** Summer Camps must limit group size to 12 children (a “pod”) per room or space;
- 2.** Summer Camp sessions must last at least three weeks;
- 3.** Children must remain in the same pod for at least three weeks. Children must attend the first week of the session in order to come to the camp. Failure to show for any week of the 3-week session will result in withdrawal with no refund.

Children will be screened daily for health and parents should not bring their child to camp if any member of the household, including the child coming to camp had fever, cough or shortness of breath in the last 24 hours; if the child had contact with a confirmed case of coronavirus in the last two weeks.



## Face Coverings

All adults and youth 13 years and older should wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children. Encourage children 3 to 12 years old to wear face coverings with adult supervision. Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.

## YOUR CHILD'S LEADERS

### Recreation Leader Qualifications

A caring leader is an essential component in ensuring a positive day camp experience for your child. You will take comfort in knowing that all summer staff go through a thorough screening

process including an interview, background checks, criminal screening checks, and summer camp training.

Many of our recreation leaders also have specialized experience in skill instruction in the areas of drama, dance, art, sports and child development.

### Supervision Ratios

Our staff/child ratios reflect our commitment to safety and high-quality program supervision. Campers with disabilities receive staff support based on the needs of the camper. Our staff/child ratios reflect our commitment to safety and high quality program supervision. Camps operate at a maximum of two leaders to every twelve participants [2:12]. In most cases, ratios are supplemented with support from our volunteers, all of whom have been through a screening process.





## CAMP MANAGER CONTACTS

If you have any concerns or suggestions regarding any aspect of our program throughout the summer, please do not hesitate to contact the camp manager who oversees your child's summer camp. They are responsible for the direct supervision of all the site staff as well as handling any concerns or questions parents may have.

Please take a moment to meet the camp manager at your child's site. If you need further assistance please contact San Francisco Recreation and Park Department at (415) 831-6800.

## PROGRAM HOURS

### Regular Hours

Camps run from 8:30 a.m. – 5:30 p.m. except for Farm Camp. On a regular camp day please drop-off your child at 8:30 a.m. and pick-up your child before 5:30 p.m. We require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times inside the Summer Camp's facility or area and remain 6 feet apart from staff and other parents and caregivers.

### Late Pick Up

Late pick-up from camp (anytime 15 minutes after dismissal time) will result in an additional charge of \$15 for the first 15 minutes and \$1 per minute after that.

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**UNAUTHORIZED PERSON CAN NOT PICK UP A CAMPER.**

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Once the camper is picked up, staff will document the time. Parents will also be subject to the following disciplinary procedure following late pick-ups.

#### FIRST TIME:

The camp manager or designee will wait with the camper till they are picked up by the parent and the camp manager/designee will remind the camper's parent that this is a late pick-up and they need to arrange prompt pick-up for the camper in the future.

#### SECOND TIME:

The camp manager or designee will wait with the camper until they are picked up by the parent. The camp manager or designee will remind the parent a second time that this is a late pick-up and that they need to arrange prompt pick-up for the camper in the future. In addition to the late fee, the parent will also be informed that if they are late again their camper can no longer attend this program for the duration of the summer.

#### THIRD TIME:

The camp manager or designee will notify the parent that their camper may no longer attend the program for the duration of the summer. The registration for the current camp session will be forfeited; any future fees that have already been paid will be refunded minus a 20% processing fee.

## Failure to Pickup

If a camper is not picked up by the end of camp, the camp manager or designee will immediately call the parent. If reached, the camp manager or designee will impress upon them the severity of their tardiness and proceed with the outlined policy for late pick-up, depending on whether this is a first, second or third offense. If the parent cannot be located, the camp manager or designee will call the emergency contact. If they cannot be reached, the police will be notified, and the camper will be turned over to the San Francisco Police Department.



## Sign In and Out

It is required that all campers be accompanied to and be picked up from the camp program by a parent or a person authorized by the parent (must be on file with camp manager). Authorized individuals must be at least 18 years old. Campers may not sign themselves in or out of camp programs. The parent or authorized person will enter the time of pick-up on the form. Persons unknown to camp counselors will be asked to show identification.

The only exception to this is the “Walk from Camp” permission. The procedure for persons not authorized to pick up campers: In a case in which an unauthorized person arrives to pick up a camper, the camper will not be released. The camp manager will approve a person to pick-up the camper only if written permission is given by the parent, prior to the day of pick-up. In emergency situations (car accident, major incident), the parent may give verbal consent to the camp manager.

## Walk from Camp

Campers must have a permission slip on file in ePact that indicates that the camper will be arriving to and/or leaving from camp alone. All campers must be at least 10 years old to sign themselves in or out of camp. The camper sign in/out log will

provide a clear record of attendance and tardiness for documentation, should it be needed.

## Symptom Screening for Children

Children will be screened daily for health and parents should not bring their child to camp if any member of the household, including the child coming to camp had fever, cough or shortness of breath in the last 24 hours; if the child had contact with a confirmed case of coronavirus in the last two weeks.

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**PLEASE DO NOT  
SEND YOUR CHILD  
TO CAMP WHEN THEY  
ARE SICK.**

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- **Look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.**
- **Children with symptoms or a fever will be sent home.**





## Withdrawal and Late Fee Policy

Please remember that attendance at all 3 weeks of a session is required for the child to stay enrolled for the summer. Failure to show for any week of the 3-week session will result in withdrawal with no refund.

**Withdrawal fees apply: 20% of total session fees if withdraw at least 1 week before camp starts; after that, no refund.**

## ENSURING POSITIVE EXPERIENCES

### Summer Squads

Although most programs are listed with a wide age span, children will be grouped according to age. Children will be grouped in pods with a maximum of 12 children. Children must remain in the same pod for the three week camp.

## Behavior Management Policy

We strive to use positive approaches to behavior management, and we will work with participants and families when behavior issues arise. We will only dismiss a participant in extreme situations, and/or after we have worked with the participant and family to explore all other options.

## Medication

Staff do not administer medication but will supervise participants capable of administering their own. In case of a life threatening situation where the participant is unable to administer medication such as an epi-pen or asthma inhalers, staff will assist.



## Children with Disabilities

At Recreation and Parks our goal is to help make sure that everyone can get out and play! If we can provide any accommodations to help support

### **GREAT EXPERIENCE FOR ALL CAMPERS!**

your child in our camps, and for a free recreation assessment, please contact our Therapeutic Recreation

and Inclusion services staff at RPDTR@sfgov.org, 415-206-1546 (V), or 415-242-5700 (VP). For more information please check out our TR and inclusion FAQ's at sfrecpark.org/tr. Please note that our ability to provide extra support staff is limited by the number of qualified staff we can recruit, hire, and train.

**“Everybody Plays!”**

## Emergency Procedures

Your child's safety is our number one priority. We believe that hazard elimination is the key to accident prevention. Our camp managers are trained to inspect program sites daily for any potential hazards. Activities and games are planned with participant safety in mind and are always monitored to ensure that safety standards are maintained. All program sites have access to a telephone and recreation leaders carry a first aid kit.

In the event of a minor injury to your child - scraped knee etc., camp managers will apply basic first aid by cleaning the wound and applying a bandage. In the unlikely event of a serious injury to your child, emergency services will be called immediately to respond to the situation. You will be contacted immediately with information regarding the incident. If an ambulance is required to transport your child to the hospital, a staff member will accompany your child.

## Participant Safety

While children are attending summer camp programs, our staff's primary objective is to ensure that participants have a happy and safe recreational experience. Please be aware that our staff is legally obliged to follow established legislation and standards with respect to the reporting suspected child abuse.

## PREPARING YOUR CHILD FOR CAMP

### What to Bring to Camp (Rain or Shine) List

To make the most of your child's time at camp, please ensure that you inform our camp managers of any special needs or medical conditions that your child may have and that the following items are brought with your child each day:

- Lunch and drinks for full-day camps
- Additional snacks
- Comfortable running shoes (open toe sandals are not appropriate)
- Sun hat and sunscreen
- Raincoat in case of inclement weather
- Please mark child's name on all articles using permanent marker
- Water bottle

## REMEMBER!

We are a hearty bunch at day camp and a little rain doesn't stop us from going outside!

## Money and Valuables

The camp managers will not be responsible for any money or valuables brought to the programs. Access to vending machines and concession will not be allowed during program time. We strongly discourage participants from bringing any electronic devices (i.e. video games, iPods, cell phones, digital cameras, etc.) and money from home. If a participant rides their bike to camp, it is the individual's responsibility to ensure the bike is left in a secure location during camp hours.

## Packing a Lunch

Please provide your child with a nutritious lunch, snacks and plenty of drinks for every day of camp. Refrigeration is not available at all sites. Therefore we recommend insulated lunch bags or packing a frozen drinking box or ice pack in your child's lunch to keep the food cold and fresh. Refrigerating your child's lunch overnight also helps. As part of our attention to camper safety, we have regular water breaks, so please pack a water bottle. Soft drinks and candy are not allowed at camp. In accordance with the San Francisco Recreation and Park Department's collaboration with the Department of Public Health (DPH), all summer day camps and programs will be free of soda, energy drinks, and other artificially sweetened beverages. We ask our camp staff to be role models for the children and to omit sweetened drinks from their lunches as well.

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**LUNCHES ARE NOT PROVIDED BY SFRPD.**

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## Nut Alert + Other Dietary Needs

Due to the number of nut related allergies of our participants and staff, peanut butter, nuts and foods that contain nut by-products will not be allowed at camp. Camp Managers are trained in recognizing and responding to allergic reactions, including the use of epi-pens.

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**PEANUT PRODUCTS ARE NOT ALLOWED.**

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With safety a priority for everyone, we ask that you join us in our commitment to providing a safer environment for all participants and staff. Please communicate any dietary needs that your child/ren may have by speaking with camp staff or by calling 415-831-6800.

## PLEASE NOTE THE FOLLOWING FACTS:

### SEVERE ALLERGIC REACTIONS

- (Anaphylaxis) can cause shock, cardiac arrest and death if not treated promptly.

### FOOD ALLERGIES AFFECT ABOUT

- One in four people. That is 25% of the population.

### TRACE AMOUNTS OF NUT CAN

- Cause a fatal reaction for severely allergic individuals.

## ...What You Can Do

It is important that your child has nutritious lunches and snacks while participating at camp. Kids love peanut butter, but there are many other healthy lunch alternatives:

- Sliced meat & cheese
- Leftover dinner (pizza, spaghetti)
- Fruit
- Fresh Vegetables
- Egg salad/tuna salad
- Bagels/pitas

## SUNSCREEN POLICY

We are all concerned with the damaging effects of the UVA and UVB ultra violet rays. For this reason,

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**SUNSCREEN IS NOT PROVIDED BY SFRPD.**

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we request that all parents apply sunscreen to their child before camp. Recreation leaders will periodically check to ensure that children are wearing sunscreen.





However, due to potential allergic reactions, we will not provide sunscreen to children. If your child arrives at camp without the proper sun protection, we will send a reminder note home.

## LOST AND FOUND

Each program location will have a lost and found box. Please check the box regularly to see if anything belongs to your child. Recreation leaders and participants review the lost items daily and hopefully all items will be claimed by their owners. Please put your child's name on all of their belongings to assist us in finding the rightful owner. Any items not claimed by summer's end will be donated to charity.

## PHOTO POLICY

Occasionally photos may be taken of participants in the programs, classes and activities. These photos may be used in future program guides, brochures, web site, pamphlets, flyers or news releases.

## PARENTS AS PROGRAM PARTNERS

### Parent Involvement

Please take the time to introduce yourself to your child's recreation leaders. Your comments, suggestions and your participation in our programs are most welcome.

### Parent Letter

The Wednesday prior to camp start you will receive via email an outline of the main activities scheduled for the week. If you don't receive a copy please ask recreation leaders to provide you with one.

### Feedback Welcome

We care about what you think of our programs and we are always open to suggestions. Program evaluation forms will be distributed to all parents. Please complete the form and return it to the available drop-box prior to the completion of camp.

**Read, Play, Connect, Explore!**

