



San Francisco Recreation and Park Department

Summer Camp

# Parent 2022 Guide



# WE ARE COMMITTED TO QUALITY

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## The City of San Francisco Recreation & Parks is now using ePACT Network to collect your child's medical and emergency contact information!

City of San Francisco Recreation & Parks is proud to announce our use of ePACT, a highly secure online emergency network, to collect medical and emergency information for all our participants, instead of using paper forms.

Using ePACT means we will be better prepared to deal with any emergency, big or small. ePACT provides us with more accurate, up-to-date and legible information than the paper forms we've used in the past. Because it is web-based, we have the ability to securely access the system via smartphone, tablet or computer so it's always accessible whether at the park or during a field trip.

***For families, it means only completing one form, instead of multiple ones for different programs.*** You create and manage your single family emergency record, and give access to the Recreation & Parks programs that need it.

Privacy and security is ePACT's top priority- their system actually meets or exceeds the same standards as most online banks.

### How to use ePACT

- Each member's family will receive an email invitation to use ePACT prior to summer starting.
- Families then accept this invite and log in to or create their ePACT account.
- Following a series of steps, parents enter required details, such as medical history and emergency contacts. Families then securely share this information with City of San Francisco Recreation & Parks allowing select staff access to their information.
- Families can update ePACT anytime during the year, and we will automatically be alerted (e.g. add a new cell phone or new emergency contact, and we receive that update).

The City of San Francisco Recreation & Parks cares about the safety of all its members. Using ePACT means we can better connect and communicate with all our members and their families when needed!

### ePACT Support

Have questions or feedback: Check out our Help Center at [epactnetwork.zendesk.com/hc](https://epactnetwork.zendesk.com/hc) or contact us at [help@epactnetwork.com](mailto:help@epactnetwork.com) or 1.855.773.7228 ext. 1.

\*\*ePACT does provide language interpretation services in Spanish and Mandarin.

## Face Coverings

Face coverings are not required for campers, staff or volunteers, however they are recommended.

If you would like to send your camper to camp with a face covering you may do so. All staff and volunteers are fully vaccinated for Covid-19.

## 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. All staff are fully vaccinated for Covid-19.

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

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. 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 Parks Department at (415) 831-6800.

## PROGRAM HOURS

### Regular Hours

Regular camp hours are according to camp location. Please review your receipt and expect a Welcome Letter email no later than the Wednesday prior to first day of camp detailing drop off and pick up times. Camps that run until 5:30 will be providing extended care-type activities after 3:00pm.

### Late Pick Up

Late pick-up from camp (anytime 15 minutes after dismissal time)

**FIRST TIME:** The camp manager or designee will wait with the camper until they are picked up by the parent/guardian. The camp manager or designee will remind the parent that this is a late pick-up and that they need to arrange prompt pick-up for the camper in the future. The parent will also be informed that after a 3rd late pick up, camper may no longer attend the program for the duration of the summer and will be withdrawn from the SFRPD summer program.

**SECOND TIME:** The camp manager or designee will notify the parent/guardian that this is their second late pick up and if it happens again, camper may no longer attend the program for the duration of the summer and will be withdrawn from the SFRPD summer program.

**THIRD TIME:** Parent/guardian will be notified that camper may no longer attend the program for the duration of the summer and will be withdrawn from the SFRPD summer program.





## 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.

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

## 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

Parents should not bring their child to camp if they have a fever, cough, or shortness of breath within

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

24 hours of camp. Should your camper test positive for Covid -19, you are required to notify us as soon as possible. If a camper, staff, or volunteer tests positive

for Covid -19, camps will not close, but email notices will be sent to encourage you to monitor your child

for symptoms. Our practices follow all SF Department of Public Health Guidelines and adjustments may be made at any time to adjust to the most current guidelines for Childcare Centers.

• **Children who exhibit symptoms will be sent home.**

## ENSURING POSITIVE EXPERIENCES

### Camper Expectations

For the enjoyment and safety of everyone involved at our camps, campers are expected to adhere to the following rules while at camp:

1. Respect the rights of others and treat others with dignity and respect.
2. Show respect for all campers, staff, equipment, and property. (No insults, teasing, threats, or bullying.) Try to work cooperatively with staff and with other campers.
3. Make a reasonable effort to participate in the camp program to the best of your ability. Do not try to disrupt activities other campers may be enjoying.
4. Fighting, bullying, or aggressive behavior toward staff or campers will not be tolerated.
5. Remain with assigned staff members at scheduled activities unless given explicit permission to leave. Do not leave camp without parent or guardian. Campers may not leave camp without signing out with an authorized contact for pick-up.
6. Use appropriate language in camp. This means no cursing or inappropriate vulgar or sexual discussions.
7. Please do not bring money, toys, or other unnecessary belongings to camp to avoid misplacing or losing such items.
8. Most important – HAVE FUN AND ENJOY THE SUMMER!!!!!!

## Behavior Management Policy

What are the behavioral guidelines in the SFRPD Summer Day Camp Program?

- SFRPD strives to use positive behavior management techniques in all our programs
- We welcome conversations with parents, as well as teachers or other people who have worked with your child/youth, to learn how to work with their behaviors
- All children/youth must meet/be able to follow the eligibility guidelines listed in the registration information for the camp or program
- Children must not present a danger to themselves or others
- Many of the SFRPD Summer Camp sites are in dense, high traffic areas, and do not have closed gates or natural barriers, so children/youth must be able to stay with the group and must not have any current or recent patterns of elopement
- We will work with families on behavior issues, and develop a Behavior Plan if needed
- If we are unable to work with certain unsafe behaviors, or behaviors that are disrupting the program, we may ask your child/youth to take a break from the program, until we can meet with you to reassess the Behavior Plan
- If, after trying all the above, we are still unable to work with your child/youth's behaviors, we may dismiss your child/youth from the program. Know that this is our last resort, and we will do all we can to avoid dismissal.



## 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 your child in our camps, and for a free recreation assessment, please contact our Therapeutic Recreation and Inclusion services staff at [RPDTR@sfgov.org](mailto: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](http://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

**GREAT EXPERIENCE  
FOR ALL CAMPER!**

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
- Face Mask (Optional)

## 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

If lunch at your child's camp is not provided, 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. If your camp location will be providing lunch, be sure to indicate any food restrictions or allergies on EPACT form and let Camp Manager know.

## 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. With safety a priority for everyone, we

**PEANUT PRODUCTS ARE NOT ALLOWED.**

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

**SUNSCREEN IS NOT PROVIDED BY SFRPD.**

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!**



