



# SUMMER Camps

## Preschool-6<sup>th</sup>



*Featuring...*

Sparklers Preschool Camp 3-5-year-olds(including TK) – 1/2 Day

Firecrackers Camp K – 2<sup>nd</sup> - All Day

Dynamite Camp 3<sup>rd</sup>- 6<sup>th</sup> – All Day

Friday Fun Days K – 6<sup>th</sup> - All Day



## We're Stronger Together!

### WELCOME TO CITY OF HERCULES, PARK, AND RECREATION PROGRAMS!

#### PROGRAM INFORMATION

##### Locations

Lupine, Hanna, and Ohlone Kidz Centers. Location depends on the program your child enrolled in.

##### Philosophy

The philosophy of the camps is to maintain a structured, well-managed program which enhances children's learning by providing a varied program of recreation, physical activity, STEM, and arts and crafts activities in this unprecedented climate. The programs aren't designed to be structured educational programs, but ones that are based upon enrichment, socialization, and recreation. Each child will stay with the same group for the entire week block, focusing on health and safety measures for campers and staff.

This is a **Recreation program** as defined by the State, are exempt from licensing requirements is mandated. Parents/guardians of children registered for recreation program be notified.

##### Communication with you...

The City of Hercules, Park and Recreation is here for you. Our programs are modeled after summer camps, Seasonal camps, RAP, and Preschool. All the programs you've grown to love. Our top priority is to give your child a safe, fun environment and strive to give the best possible care. We follow all the Contra Costa Health Services, and the City of Hercules health requirements. For any questions see the **Health Matters Section** for how we will make camps a safe nurturing environment for everyone. Any questions regarding each camp see the contact list for site phone numbers on page 4.

##### Personnel

All personnel working within the camps are screened and subject to background investigations as mandated by the State. Prior to employment with the City of Hercules, all staff must undergo a comprehensive health screening, including a TB test, drug test, a criminal record clearance, a child abuse index clearance, and fingerprinting. In addition, staff are required to maintain current certificates in CPR and Basic First Aid.

All staff must have participated in a COVID-19/Contagious illnesses staff training course that details policies/guidelines and procedures.

##### Legal Requirements

State law requires program personnel to report to Child Protective Services any possible incident of child abuse or neglect that may be observed with the program. Any unusual skin markings or unusual behavior patterns must be reported. Failure to report suspected or known abuse or neglect by program personnel may result in prosecution by the Children's Protective Services.

The state law does authorize the supervising staff member of the facility to deny access to a parent/guardian in the case that the parent/guardian is behaving in a manner that poses a risk to the children or staff in the facility, or, the adult is a non-custodial parent/guardian, and the facility has a court ordered restraining order on file. Please refer to your emergency information packet for detailed information



## Summer Camp Programs

### **Sparklers Preschool Summer Camp - 3-5-year-olds**

Make your child’s learning experience a happy and memorable one with our preschool summer camp. This is a safe environment for preschoolers to be active with a ratio of 1/10.

The goal is to prepare your child for straight up fun! Children will learn responsibility, independence and build confidence. We will introduce several basic areas: emotional, cognitive, fine motor, gross motor, social and sensory development. Each week we will explore a new theme and activities will be based on that exciting theme. The TK camper would attend this summer camp only.

**REQUIREMENTS:** Must be age 3 by May 1,2024.

### **Dyno AM Care**

Extended camp is for Firecracker (K-2<sup>nd</sup>), and Dynamite (3<sup>rd</sup>-6<sup>th</sup>) camps. Each camp location will offer morning care from 7:30 – 9:30a. Participants will enjoy group games, arts & crafts, and more. Ratio: 1/14.

**REQUIREMENTS:** AM care for Firecrackers, and Dynamite Camps. Maximum enrollment per site is 28 campers.

### **Firecracker Camp K-2<sup>nd</sup>**

Firecracker is an on-site camp with outdoor fun at Woodfield Park and on-site entertainment and swimming once a week. Weeks are based on themes & daily schedules are built around those themes. Let’s have fun building positive relationships and making new friends. Let us have fun building positive relationships and making new friends. This is a one-week block sessions with ratio of 1/14.

**REQUIREMENTS:** K-2<sup>nd</sup> graders -Must be of entering the grade in the 24-25 school year. The TK camper must attend the Sparklers Preschool summer camp.

### **Block Activities:**

*Team building games	* Scavenger Hunts	* Freeze Dance	* Chalk art	*Kickball	*Tag	*Soccer
* STEM	* Capture the Flag	*Science	* Sharks and Minnows		*Kangaroo Relay	
*Bubbles	*Beachball Volleyball	* Arts & Crafts	* Group games		* Crazy Science	

### **Dynamite Camp 3<sup>rd</sup>- 6<sup>th</sup>**

Our summer camp philosophy is to provide a safe, fun, and exciting environment for each camper. Come meet some new friends or see some old friends. This camp is about getting outside for cooperative games and tournaments games at Hanna Park. Each week we will provide an enriching themed camp experience. Campers will swim every Tuesday/Thursday 1-3p. Camp Dynamite will offer two local field trip days and on-site entertainment. This camp is one-week block sessions with a ratio of 1/14.

**REQUIREMENTS:** 3<sup>rd</sup>-6<sup>th</sup> graders- Must be entering the grade in the 24-25 school year. Your child must be going into 3<sup>rd</sup> grade to attend.

**Highlights for Dynamite Camp:** Check out the summer calendar on our website or pick up a flyer with details. **Monday** – AM – PE with Jeanne / PM Crazy Science. **Wednesday - Theme Day** with Prizes for Best theme camper! AM - Art & Crafts activities. **Tuesday/ Thursday** – Stations and PM CSC swimming 12:45p-3:45p.

**Summer Enrichment camp.....**

## NEW FRIDAY FUN DAYS

This is a mixed group of children grades K– 6<sup>th</sup>. On Friday fun days there a theme for the day and each child will need to bring an AM snack and lunch. Due to the wonderful location this group of children will be walking to Refugio Park, Rite Aid for ice cream and maybe a few other local surprise locations. The fees Includes the 5 Friday Fun Days not covered during the 9 week summer camp program. Come join the fun!

**\*REQUIREMENTS:** Kindergarten campers must be entering school year 24-25.

**AGE:** K – 6<sup>th</sup>

**LOCATION:** Ohlone Kidz Center

**TIME:** 8:30a-4:30p

**RATE:** \$249/NR \$259 for 5 sessions

**RATIO:** 1/12

Friday 6/28 <sup>th</sup>	Friday 7/ 12 <sup>th</sup>	Friday 7/19 <sup>th</sup>	Friday 7/ 26 <sup>th</sup>	Friday 8/2
Excursion day 	Tie-Dye Day 	Hawaiian Day 	Superhero Day 	Beach Day 

## Policies & Procedures

### Sign-In/Out

We need each parent to sign in/out their child unless you've authorized someone else to do so. You cannot drop off your child and have them sign in. The person picking up must be at least 18 years old.

### Emergency Information - NEW PROCESS

A camper cannot attend unless the parent completes the new online emergency forms through our new app ePACT. There will be no exception to this rule.

**Blocks:** We offer one-week blocks, Monday – Thursday/Tuesday – Friday, it is a first come, first serve. To register for the camps, you need to first fill out a registration sheet and pay for one full week. Thereafter you can pay in full or leave your \$26 dollar deposit for those weeks you would like to reserve for your child. The registration sign-up sheet will need to be dropped off at the Community center office Monday – Thursday, 8:30am – 5pm.

### Change form.

Your first block must be paid in full at registration. If adding weeks, you can leave \$26.00 deposits to reserve your blocks. You can do this with a change form by adding or dropping. Change forms are located online under summer camp or at the Community centers.

### Billing Procedure

Community Swim Center summer office hours 8:30a – 5:00p, Monday – Thursday.

### Payments

Payments must be paid in full **one week prior** to the week of attendance. Payments are due on the Tuesday prior.

Payments for camps can be paid the following ways:

- At the CSC window.
- **Outside Mail-Slot window 24/7 hours a day:** We can receive your packet in the 24-hour mail-slot with your payment in full. You can pay with check, credit card, or call in your payment. No cash please for this option. Staff cannot accept payments at the Kidz centers.
- **Web trac:** visit [www.ci.herculesrec.com](http://www.ci.herculesrec.com); click on Park and Rec online login into the system, roll over my account in blue toolbar. Click the pay old balance link, select what block you would like to pay for. This only works if you have reserved your blocks through deposit prior.
- **Credit card** – authorization sheet must be filled out with packet. We will destroy your authorization credit card number after enrolling your child, unless you tell us to keep it on file with your packet for the summer block sessions.
- **Phone:** Community Swim Center open by phone/email only - Monday – Thursday 8:30a-5:00p. Call 510-799-8291/799-8290 pay with credit card/debit card over the phone.



- **Deposit:** There is a \$26.00 deposit fee if you wish to reserve summer blocks, after you pay your first block with full payment. Tuition is due one week prior to the week of attendance. Should you drop the block at any time, your deposit is non-refundable and non-transferable.
- **Payments** must be paid in full one week prior to the week of attendance. Payments are due on the Tuesday prior. If registering for the week you can pay online, available 24/7 [www.herculesrec.com](http://www.herculesrec.com). Online works if you have already reserved your week block with a deposit, meaning you register for that block. We have a 24-hour mail slot for drop-off of the summer packet/payments. Staff cannot accept payments at the Kidz center. **ALL BLOCK PAYMENTS ARE DUE BY 5:00PM THE TUESDAY PRIOR TO THE WEEK OF CAMP. YOU WILL BE DROP FROM THE PROGRAM IF PAYMENT NOT RECEIVED.**
- **Sub-Care** “Third-Party Agencies” we do accept payment like Cocokids. You must be preapproved for us to accept this payment option.
- **Enrollment:** Camps have limited space. Enrollment is contingent upon our ability to staff the classes, meet the minimum (14) age-appropriate enrollment number, and the completion of all registration paperwork. **We will modify guidelines whenever a health order changes.**
- **Cancellation:** will not be permitted during the one-week block sessions nor refunds. A medical exception may be made on a per case basis. If we cancel the block, you will receive a credit/refund.
- **Late Pick-Up:** There is a \$3 per minute charge for picking up your child (ren) past their scheduled time.
- **Transfer:** No transfer policy due to very limited enrollment space. Camps will be based on a 1<sup>st</sup> come and 1<sup>st</sup> serve policy.
- **Refund:** there will be no refunds unless the City Hercules Park & Rec cancel because we cannot staff, or do not get the enrollment minimums. In which a full refund will be given. We do not allow make-up days or give credit for missed camp days.
- **Attendance Policy:** If your child is absent due to illness or a vacation, we would appreciate you calling us. We do not allow make-up days or give credits for missed days. We do not refund for days missed.

### Camp Contact Information

If you have any questions or concerns, please call. You can call the sites / classrooms or cell numbers below or the Community center for any billing questions. If you have an issue you would like to talk about you can contact the Recreation Leader III's on-site or Recreation Manager at the Community center office number below.

- Community Swim Center (510) 799-8291, Office hours 8:30a-5:00p, Monday -Thursday.
- Lupine kidz center: Office (510) 799-8259, reach classroom (510) 799-8235 and cell (510) 617.9407.
- Hanna Kidz Center: Office # (510)245-4803, reach classroom teacher (510)245-6510 and cell (510)949.7040.
- Ohlone kidz Center:(510) 799.8224/reach classroom teacher at (510)799.8226 and cell (510)617.9408.

### Health Matters



#### Safety Protocols

We ask that parent/guardian and employees complete a health screening before coming to the program each day. All children in attendance must be healthy enough to participate in the center's daily routine. A child who is running a temperature of 100 F degrees or more will not be allowed to remain on site. If your child displays any of the symptoms below, you will need to pick up your child immediately. If the parent/guardian is unavailable, the alternative contact number other persons on the emergency authorization card will be contacted. We do not want to share the illness with others. Do not return till your child is well from his/her illness. Please notify us if your child is dealing with an illness. You can call the classroom phone after 9:30am if your child is not coming to school.



#### Wellness Questions for your household, in the last 24 hours.

The parent/guardian will be asked to confirm that their child does not have the following.

**Symptoms:**

A fever, cough, running nose, new loss of taste or smell, shortness of breath, chills, headache, sore throat, and flushed cheeks.

**What if my child/staff tested positive for COVID?**

They should not return until they have met all the guidelines stated in the Contra Costa Health Order. We ask that you contact the Recreation Manager immediately and it will be kept confidential. We must inform our families that their child was exposed.

Any of our programs can be cancelled due to illness in the program, or change in State, County, or Federal guidelines.

**Classroom ventilation**

We will introduce fresh outdoor air as much as possible, for example by opening windows and the classroom door. Each classroom has an air conditioning unit to provide optimal air quality using the setting that brings in outside air.

**Emergency Advisory Notice**

We will close if there is an advisory that we are experiencing poor air quality, or weather issues. The resource index for poor air quality conditions that we currently use is the air quality index on [www.airnow.gov](http://www.airnow.gov). At an unhealthy 171 or above we will follow the lead of the West Contra Costa Unified School District guideline and cancel classes. See attached chart on the AQI concerns and rating index.

**AQI Index-Guidance for Poor Air Quality Conditions**

Air Quality Index	Concerns	Camps/Childcare/Outdoor sports camps
<b>Good</b> 0 - 50		It's a great day to be active outside.
<b>Moderate</b> 51 - 100	Children who are unusually sensitive to air pollution could have symptom example asthma-wheezing.	Good day to be active outside.
<b>Unhealthy for sensitive groups.</b> 101 - 150	Air Quality is Unhealthy for sensitive groups. Children, teenagers, older adults and those w/ breathing or heart issues should limit outdoor activities.	Consider moving lunch and other outdoor activities indoors. If engaging in vigorous outdoor activities, limit to a maximum of 15 minutes. Excuse children with sensitivity to air pollution (e.g., asthma) from outdoor physical education activities.
<b>Unhealthy</b> 151 - 200	<b>Per policy at 151 we will move all outdoor activities inside. At 171 we cancel programs.</b>	Sensitive groups: Avoid prolonged or heavy exertion. Consider moving activities inside for everyone.
<b>Very Unhealthy</b> 201 -300	Everyone should be active indoors only.	Re-schedule outdoor events and will consider closing programs.
<b>Hazardous</b> 301 - 500	Program closed.	All programs are closed

**Allergies**

Food allergies policy: All camps are **NUT FREE ZONES**. We have several children in our program with different food allergies. Please make sure you fill out the emergency forms with clear directions. You will need to fill out the "Parental Consent & Directions for the Self-Administration of Medicines, Release Waiver form." You must request this form on the Emergency Information card in your packet.

**All parents must understand that for some children this can be a life-threatening. We ask that everyone adheres to our policy of a NUT FREE ZONE.**

- o Sunblock- label the sunblock with your child's name. Due to allergies, sunblock cannot be shared, and we cannot provide the children with sunblock. Put it on your child before leaving for the day. A lot of our activities will be outside.
- o Extra set of clothes. (Optional) All articles of clothing worn or brought to the program should be clearly marked with the child's name.

## Medical Treatment

Emergency contacts and medical release forms are on file for each child at the program site. Each site has appropriate first aid supplies on hand for very minor injuries, such as shallow cuts, scratches, or scrapes. For serious injuries, such as severe bleeding, a breathing problem, or unconsciousness, assistance will be obtained through the 911 emergency services.

## Medication \* this is flagged as a High-Risk group.

Staff are not allowed to administer any form of medication; except for Epinephrine pen and breathing treatments, these are life threatening. Staff will immediately call 911 as well. That includes, but is not limited to, prescription and non – prescription medicine. Ask for the Incidental Medical Services (IMS) form if applicable for your child.

Please discuss any medical issues with the Recreation Manager, Coordinator or Recreation Leader III, before your child begins the program. In the case of an emergency, such as an allergic reaction, staff will immediately call 911.

## Emergency

The City of Hercules does not pay for ambulance services or medical treatment. An attempt will be made to gain permission from the parent/guardian for non-serious emergency use of an ambulance, as in the case of a suspected broken bone. Parents/guardians will have the choice to transport by ambulance or they may transport the child in their own vehicle. If staff are unable to contact parents/guardians, staff will follow the medical advice from paramedics and transport the child by ambulance if recommended. Ambulance Company Policy does not allow staff to ride in the ambulance with the child. If parent/guardian cannot be contacted, a staff member will follow and will remain with the child at the hospital until the parent/guardian can be reached. In non-serious emergencies, the parent/guardian may ask that the child remain on site until the parent/guardian can arrive to pick up.

**REMEMBER: The City of Hercules does not pay for ambulance service or medical treatment.**

## General guidelines

### Snacks



#### Preschool Snack

You will need to send a healthy cold snack in a lunch box style that is easy to eat. Snack needs to be NUT Free; no NUT products are allowed on site. Make sure your preschooler also has a labeled water bottle/thermos for the program day.

#### Firecracker/ Dynamite camps

You should include an AM snack and a cold lunch with water bottle. We will provide the PM snack for ball day camps. Please do not send a snack or lunch item that needs to be warmed up. We will be eating snack/lunch some days outside picnic style.

**Snacks and Lunches: *NUT Free Zone* - No NUT products allowed.**

#### Nut Allergy Policy

If your child has a food allergy or dietary restrictions, you must note it on your child's Emergency Form. This program is a "Peanut /Nut Free Zone". NO nuts/peanut products are allowed on site. You would need to provide your child with snack food to meet those requirements.

#### Hygiene procedure

- Hand wash with soap and water for at least 20 seconds or use CDC approved hand sanitizer.
- Teach children how to wash their hands for at least 20 seconds, by singing the "Happy Birthday" song twice as a suggestion.
- All employees will carry hand sanitizer in the emergency backpack along with the regular items in emergency backpack.

## **Bathroom Requirements**

Preschool children must be **completely potty trained and no pull-ups**. Your child must be able to use the restroom without help. The program does not have the resources to provide one-on-one supervision. Your child will be dropped if he/she has pull ups or cannot attend the restroom on their own.



## **What should my child not bring to camp?**

*\*Electronic games \* Toys \*Trading cards \*Money \* Furry friends*

**Electronics:** The City of Hercules is not liable for lost, broken, or stolen items. A child cell phone must stay in the child's backpack. We understand some parents feel it is important for their child to have one for emergencies. Understand again that we are not responsible for the cell phone being lost, broken, and stolen.

## **Special Activity Days**

For all day camps – We occasionally have a movie day; you would be notified. All movies shown will be either G/PG age appropriate for the class.

All camps have a theme special day with prizes. The theme day would be on the event calendar. The staff will remind the campers to dress up or wear a theme item.

## **Appropriate Clothing**

Wearing the appropriate clothing is an essential part of your child's experience. We need your child to wear a pair of sneakers for outdoor play, no crocs, or sandals. For the younger child If you have a concern about your child getting paint on themselves or their clothing, please send an old shirt for your child to wear. Layered clothing may be needed as the weather changes. On swim day, we request that you have your camper in swim gear and sunblock on that day. They will also need to have a change of clothes, or they can dry off.

## **What to bring to summer camp?**

- Face covering-optional (mask).
- Comfortable clothes and a change of clothes if you think your child may need a set.
- Wear close-toed shoes to run around.NO sandals or crocs.
- AM Snacks and cold lunch for all day camps.
- Water bottle with name on bottle.
- K-6<sup>th</sup> day camps – swim gear for swimming days.

## **Accessibility - Special needs**

Please note on the Emergency Information card under medical if your child has an allergy, or any disabilities. All children are welcome, and we do our best to accommodate those with a disability. The program does not have the resource to provide one-on-one attention/care. Prior to enrollment, you need to contact the Recreation Leader III's on site or the Manager to discuss the appropriateness of the child's placement. In some cases, if you provide an assigned aide, it can make all the difference for the child and the program you enrolled in.

## **Lost and Found**

Each class will have a container marked lost and found. This container of lost and found items stays with the camp for two weeks. After two weeks we donate the items. We remind our campers throughout the day to locate their clothing items and put them in their backpack. As suggested for younger children all articles of clothing should be marked with your child's name on them.



## Behavior Guideline & Policy

### Guideline

The following guidelines will only be implemented after behavior modification and all other steps have been followed. Staff must show all efforts in working with the child within the classroom. If a child persists in displaying unacceptable behavior, additional procedures will be followed.

### Three Warnings

He/she will be reminded of the rules of the program. At this time, an incident report will be written, and parents will be notified that their child is having trouble following the rules.

You may be asked to come pick up your child for unacceptable behavior for that day. Behavior would include making threats to staff or peers, physical and/verbal abuse of staff, peers, or oneself, running away from staff and or out of the program boundaries. We cannot tolerate difficult behavior.

### Dismissal from Camp

The City of Hercules reserves the right to terminate registration at any time, if the Recreation Coordinator, Manager, determines that this action is in the best interest of the program. We will schedule a meeting with the parents to discuss the reasons for the dismissal. In general, your child may be dismissed from the program for the following reasons.

1. It is determined by the Recreation Leader III, Recreation Coordinator, or the Recreation Manager that our program is unable to meet your child's needs.
2. Your child requires one-on-one care.
3. Parent/guardian has not cooperated with the child's discipline needs.
4. Your family is not following the policy regarding COVID-19 or other regulations to keep us all safe.
5. Other reasons which may be unique to this program.

**HAVE A FUN SUMMER ADVENTURE!**

