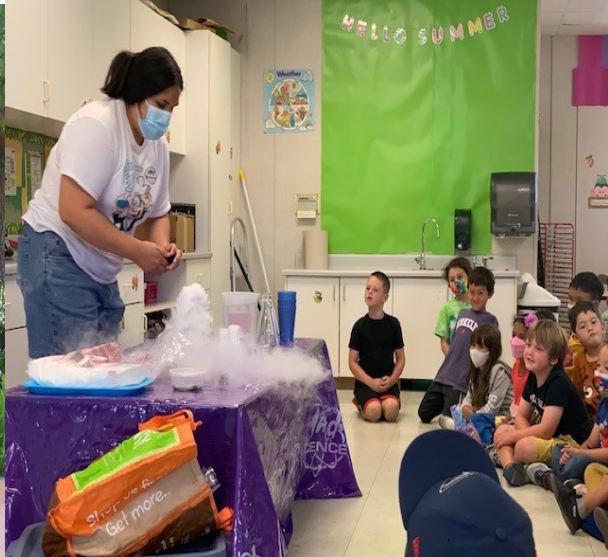


SUMMER Camps

Preschool-8th



Featuring...
Sparklers Preschool Camp 3-5-year-olds – 1/2 Day
Firecrackers Camp TK – 1st - All Day
Dynamite Camp 2nd.3rd.4th.5th – All Day
Teen Dynamite Camp 6th – 8th - All Day



We're Stronger Together!

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

PROGRAM INFORMATION

Locations

Lupine, Hanna Kidz Centers and Teen Center. 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 one that is 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, Morning Care, RAP, Teen program and Preschool. All the programs you've grown to love. Our top priority is to give your child/teen 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 is required to maintain current certificates in CPR and Basic First Aid.

All staff must have participated in a COVID-19/Contagious illnesses staff training 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.

REQUIREMENTS: Must be age 3 by May 1, 2023. TK camper must turn 5 between September 2 & April 2, 2024.

Dyno AM Care

Extended camp is for Firecracker (TK-1), Dynamite (2-5), and Teen Dynamite (6-8) camps. Each camp location will offer morning care at 7:30 – 9:30a. Participants will enjoy group games, arts & crafts, and more. Ratio: 1/14.

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

Firecracker Camp– TK- 1st

Firecracker is an on-site camp with outdoor fun at Woodfield Park and on-site entertainment. Weeks are based on themes & daily schedules are building 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: TK- 1st grader. TK campers must turn 5 between September 2 April 2, 2024.

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	*Beach ball Volleyball	* Arts & Crafts	* Group games			* Crazy Science

Dynamite Camp – 2ND .3rd. 4TH.5TH

Our summer camp philosophy it 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 optional Friday field trip days with the Dynamite Teen camp. This camp is one-week block sessions with a ratio of 1/14.

REQUIREMENTS: 2nd -5th graders Your child must be going into 2nd 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.

Teen Dynamite – 6th – 8th

Let our energetic staff keep your teens active and not bored this summer. Team building activities, tournament games, music, swimming, and some cooking projects. Teen Dynamite will offer two optional Friday field trips days with Camp Dynamite. See the Teen packet for details on these field trips, local field trips and teen camp rules and guidelines. Join us for much more and let's hang out with our friends and meet new ones. Ratio is a 1/14 per class up to 28 children.

REQUIREMENTS: Teens entering 6th, 7th, 8th grade.

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 Coordinator 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.
- Hanna Kidz Center: Office # (510)245-4803, reach classroom teacher (510)245-6510.
- Teen Center:(510) 799.8290/799.8289

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. Unless you have a 5th – 8th grader they can sign-In and out with you filling out an authorize form with the time they can sign out each day.

Emergency Information

A camper cannot attend if they do not turn in a complete emergency form at registration. There will be no exception to this rule. Blocks: We offer ONE week, Monday – Thursday/Tuesday – Friday, it is a first come, first serve. The Community center office staff cannot take incomplete registration packet.

Change form

Your first block must be paid in full at registration. If adding weeks, you can leave \$25.00 deposits to reserve your blocks. You can do this with your registration form or fill out a **change form** to add or drop. Do not fill out a whole packet again. 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 Monday 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 center /teen center.
- **Web trac:** visit www.ci.herculesrec.com; click on Park and Rec online login into the system, roll over my account in blue toolbar. Click 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 a \$25.00 deposit fee if you wish to reserve summer blocks, after you paid 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 Monday prior. If register for the week you can pay online available 24/7 www.herculesrec.com. Online works if you have already reserved your week block with a deposit, meaning your 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 /teen center. **ALL BLOCK PAYMENTS ARE DUE BY 5:00PM THE MONDAY 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 the 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 1st come and 1st serve policy.
- **Refund:** there will be no refunds unless the City Hercules Park & Rec, must 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 credits 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.

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 displaying 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 dealing with an illness. You can call on the classroom phone after 9:00am if your child not coming to school. Our contact information is on the last page of this handbook.



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/family member/staff tested positive for COVID?

They should not return until they have met all the guideline stated in the Contra Costa Health Order. We ask that you contact Recreation Manager immediately it will be kept confidential. We must inform our families that they might have been exposure.

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 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. 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
Good 0 - 50		It's a great day to be active outside.
Moderate 51 -100	Children who are unusually sensitive to air pollution could have symptom example asthma-wheezing.	Good day to be active outside.
Unhealthy for sensitive groups. 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.
Unhealthy 151 – 200	<i>Per policy at 151 we will move all outdoor activities inside. At 171 we cancel programs.</i>	Sensitive groups: Avoid prolonged or heavy exertion. Consider moving activities inside for everyone.
Very Unhealthy 201 -300	Everyone should be active indoors only.	Re-schedule outdoor events and will consider closing programs.
Hazardous 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 direction. 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 adhere to our policy of a NUT FREE ZONE.

- 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.
- 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 is not allowed to administer any form of medication; exception an 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 is 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 for 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 and Teen 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.

Hygiene procedure

- Hand washing with soap and water for at least 20 seconds or use CDC approved hand sanitizer.
- Teach children how to wash their hands 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 resource 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 to bring to summer camp?

- Face covering-optional (mask).
- Comfortable clothes and change if you think your child may need.
- Wear close toed shoes to run around.
- AM Snacks and cold lunch for all day camps.
- Water bottle.
- 2nd-8th day camps – swim gear for swimming on Tuesdays/Thursdays.

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/teen cell phone must stay in the child's backpack. We understand some parents feel it is important for their child to have one for emergency. Understand again that we are not responsible for the cell phone being lost, broken, and stolen.

Special Activity Days

For all day camps - Nintendo Switch and other interactive games and occasional movie days will be provided throughout the blocks. All movies shown will be either G/PG.

All camps will have a theme special day with prizes. The blocks will be about the theme that week. The staff will remind the campers to dress up or wear a theme item. For teen dynamite see the schedule of local field trips, events, and themes.

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. 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 weather changes. Dynamite camps, we request that you have your camper in

their swim gear and sunblock on that day. Teens need to wear appropriate camp clothing during camp week.

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 Coordinator, 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 stay with 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/teen persists in displaying unacceptable behavior, additional procedures will be followed. The Teen Dynamite camp has additional set of rules and policy on how they should conduct themselves in the camp program.

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 parent 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. Parent/guardian has not cooperated with the child's discipline needs.
3. Your family not following the policy regarding COVID-19 or other regulations to keep us all safe.
4. Other reasons which may be unique to this program.

HAVE A FUN SUMMER ADVENTURE!

