SUMMER CAMP
Parent
Handbook
2020

CONTACT US:
(707) 778-4380
parksnrec@cityofpetaluma.org
Safety Guidelines

A. Facility Requirements:

Check-in/check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six-feet apart. This will be done outside at the back entrance to the Petaluma Community Center.

Restroom is accessible during all camp hours, and is regulated to ensure that only one person per stall is inside the restroom facility. Markings will be placed to ensure that people waiting to enter the restroom are six feet apart. We will follow internal guidelines set by City of Petaluma for cleaning and frequency of cleaning.

Handwashing facility, or hand hygiene stations, will be accessible so that participants and staff can wash hands or use hand sanitizer at minimum at each transition of activity and/or every 45 minutes. Staff shall carry hand sanitizer with them at all times in their fanny packs.

An isolation area (resting station) will be established to keep participants or staff that develop symptoms during camp away from others. Each facility will need a primary isolation area pre-designated and a secondary isolation pre-designated.

Primary Isolation Area: Dressing Room in Assembly Room
Secondary Isolation Area: Back Office behind Partition

Lunch and snack areas will be set-up to provide six-feet of separation between each group. Lunch and snack areas will be disinfected and sanitized by staff after each use.

Each camper group of 12 children or less must be in a separate area and should not interact with each other at any time. The participants in a camper group will remain with that group each day, and cannot be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another camp unit using the area.

B. Check-In / Check-Out Procedures:

An area for check-in and check-out of camp participants will be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants will conduct a self assessment prior to arriving on site, and a secondary screening will be conducted during check-in.

Clearly visible signage will advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact. *Signage of protocols posted on site that we are in compliance with the County of Sonoma Health Ordinance.

Prior to arriving to the camp site, staff, participants and parents will perform a self-conducted health screening by taking their temperature, and ensuring that they do not have a fever of 100°F or higher. They will also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.

Upon arrival, camp staff will receive a health screening, which includes taking their temperature with a no touch thermometer. Staff must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. Currently, staff will not be recording and temperatures per guidance by HR Director and concerns over HIPPA.

Upon arrival, camp participants will receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100°F or higher, and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.

A non-contact (temporal) thermometer will be available for health screening.
Safety Guidelines Cont.

Staff conducting the health screening will wear a facial covering during the screening.
Staff will wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.

If a participant has a temperature of 100°F or higher there will be an allowable grace period (up to ten minutes) where the camper can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100°F or higher, a new pair of gloves is required and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.

When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the check in/check out desk. Staff will then visually check them out and staff will sign that they visually checked the child out of camp completing the transfer of guardianship back to the parent/guardian.

C. Equipment Requirements:

Staff must consider how to minimize touch points between staff and participants, and/or establish processes to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized should not be used.

A container for soiled toys and equipment with soapy water is available (out of reach of children). Any toys/equipment placed in a child’s mouth or otherwise contaminated by body secretions or excretions should be placed in the container until they are cleaned and dried (staff must wear gloves when handling contaminated items).

Children’s books and other paper-based materials are not considered a high risk by the CDC for transmission, but so require additional cleaning to be proactive in standards of disinfecting and sanitization.

Each group of 12 campers will have their own set of basic crafts materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept on site.

Toys, equipment and games should be cleaned, sanitized and disinfected frequently, at the beginning of the day, end of the day and when used by different participants.

Staff and campers are discouraged from bringing any equipment from their home to camp.

D. Staff Requirements:

Prior to conducting camp activities, the camp supervisor must ensure that they have sufficient staff to ensure that proper physical distancing occurs throughout the day. They must also have a plan to ensure appropriate staff/participant ratio if staff is identified to have COVID-19 symptoms during the health screening or becomes systematic during the day.

Upon arrival camp staff will have their temperature checked and complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and informal health screening was passed, staff will then go to the restroom and wash their hands to start their shift.
Staff must be available to lead a camp unit of 12 or less participants. The participants in a camp unit must remain with that group each day, and cannot be moved from one group to another.

To the extent possible, staff should remain with their assigned camp unit and should not be assigned to other job functions. Staff should not interact with multiple camp units during the course of a day.

Staff must be provided all required PPE to ensure theirs and participants safety. Staff must have a facial covering on their person at all times. Facial coverings must be worn during all transitions. Reusable masks must be disinfected daily. Reusable masks must be disinfected daily.

Should staff fall suddenly ill, they will be relocated to the resting station, and monitored. Additional internal guidelines will be followed.

In addition to the counselor identified as the Camp Supervisor that assists with supervision when needed, a floater may be designated at camps should the need arise. The floater may assist with supervision, check-in/check-out, etc. The floater must always maintain at least six feet of distance with all other staff and campers and wearing a face covering as to avoid a cross contamination.

E. Management of Participants:

Camps will operate in camp units of 12 participants or less. The participants must remain in their camp unit throughout the camp, and there can be no interaction between other camp units. Each camp unit will need to remain in a separate area/room, and rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new camp unit using it.

Areas for each camp unit must be designated. Inside buildings a specific room will be identified for each stable group. For outdoor activities the areas must be designated with cones or other delineators, and should be separated from general park users.

Participants must wash or use hand sanitizer to clean their hands every 60 minutes and between activities. All camp participants are required to have a facial covering with them while they are at camp. Once they are in their designated group, participants are no longer required to wear facial coverings.

Reasonable accommodations shall still be made for inclusion program participants.

Each incident where a camper and/or counselor may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case working with the Parks & Recreation Director and the HR Director due to multiple factors.

Lost and found items will be stored individually in clear trash bags sealed and will be stored for ten days and then disposed of by camp staff or facility supervisor.

F. Lunch/Snack Requirements:

Campers will be provided with prepackaged snacks.

Only disposable eating utensils and dishes may be used. Serving utensils may be used by staff but must be cleaned and sanitized after each use.

Tables must be cleaned and sanitized before and after each use.

Countertops must be cleaned and sanitized after each use and daily.

Refrigerator and other storage areas must be cleaned on a daily basis.
G. Cleaning, Sanitizing, and Disinfecting Requirements:

Areas that are used for camp activities must be cleaned, sanitized and disinfected regularly. Staff must consider a plan to address the cleaning of facilities and areas that are used by camp participants as well as the general public.

Restrooms, including faucets, toilets and urinals must be cleaned and disinfected at least every two hours if not more often depending on frequency of use.

Hand washing sinks and faucets must be cleaned and disinfected after every use.

Staff will be trained at their pre-camp training how to disinfect and sanitize all surfaces of the facility.

Countertops must be cleaned and disinfected daily.

Floors must be cleaned and disinfected daily.

Door and cabinet handles must be cleaned and disinfected daily.

Mats, chairs and benches must be cleaned and disinfected daily.

Electronic devices such as computers, keyboards, phones, gaming units, remotes, and TVs must be cleaned and disinfected after each use.

**Sick Child/Staff Isolation Procedure**

The following procedures will be followed if a Camper/Staff exhibits signs of being sick or records a fever of a temperature of 100.40 (38.00C).

If A Camper/Staff is to become sick while at camp, they will be removed from the group immediately.

A staff member will move the camper to the self-isolation area located in Dressing Room in the Assembly Room.

Areas that have been used by the sick camper/staff will be disinfected as soon as they are removed from the area.

In the self-isolation area there will be a cot for the camper to use while awaiting pick-up.

A staff member will monitor the camper until a parent has been contacted and has arrived to pick-up.

As soon as the camper has been isolated from the rest of the group their parents/guardians will be contacted to pick up Asap.

Parents will be instructed to call the camp phone or camp coordinator to notify them of their arrival.

Once the parent has arrived in the parking lot to pick up their child, a staff member will walk the camper out to the parking lot.

Campers sent home will not be allowed to return to camp until they have been fever free for at least 24 hours WITHOUT medication. If tested positive for COVID 19, camper must remain home for at least 14 days.

Staff will then clean and sanitize the self-isolation area for future use.

Staff that become sick while at work will be sent home immediately after being self-isolated from the rest of the group. The same cleaning protocols will apply for staff illness.

**These guidelines are in compliance with Sonoma County Health Order as well as advisory from the Center for Disease Control.**

**Questions or concerns about our safety guidelines? Contact Rachel Beer at rbeer@cityofpetaluma.org and (707) 778-4336.**
Camp Sunshine
Ages: 3 – entering Kindergarten

This camp offers a blend of challenging and imaginative activities in a supportive and nurturing environment. Your child will experience adventure, excitement and fun in these action packed weeks of camp. Campers will engage in group activities, games, art projects and cooking as well as participate in special presentations. Campers must be toilet trained to attend camp. Children are expected to bring a lunch, morning snack, FACIAL COVERING, and a water bottle to camp each day. Afternoon snack will be provided. Facial coverings will be provided for any campers who do not have one.

Location: Preschool Room, Petaluma Community Center

<table>
<thead>
<tr>
<th>Camp</th>
<th>Hours</th>
<th>Days</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td>8:30-12:30pm</td>
<td>Mon-Fri</td>
<td>$103/week</td>
</tr>
<tr>
<td>Full Day</td>
<td>8:30-4:30pm</td>
<td>Mon-Fri</td>
<td>$166/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Dates</th>
<th>Special Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3 Cheers for the Red, White, &amp; Blue</td>
<td>June 29– July 2</td>
<td>Dinosaurs Rock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No camp July 3)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Under the Big Top</td>
<td>July 6-10</td>
<td>Magic Circus</td>
</tr>
<tr>
<td>6</td>
<td>Bugging out for a Bug’s Life</td>
<td>July 13-17</td>
<td>Fundemonium</td>
</tr>
<tr>
<td>7</td>
<td>Storytellers</td>
<td>July 20-24</td>
<td>Lick Your Eyeballs and Perry Yan Magician</td>
</tr>
<tr>
<td>8</td>
<td>Dinosaur Disco</td>
<td>July 27-31</td>
<td>Sciencetellers</td>
</tr>
<tr>
<td>9</td>
<td>Say Goodbye to Summer!</td>
<td>August 3-7</td>
<td>Indoor Planetarium</td>
</tr>
</tbody>
</table>

ALL SPECIAL EVENTS ARE SUBJECT TO CHANGE.

Register online at cityofpetaluma.org
This camp offers a safe, fun and creative environment for campers to engage in various activities with other children and staff members. Your child will engage in group games, crafts, sports, and specialty projects. Each week campers will have the opportunity to participate in a special event. Campers are expected to bring a lunch, morning snack, FACIAL COVERING, and a water bottle to camp each day. Afternoon snack will be provided. Facial coverings will be provided for any campers who do not have one.

Location: Petaluma Community Center

<table>
<thead>
<tr>
<th>Camp</th>
<th>Hours</th>
<th>Days</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day</td>
<td>8:30-4:30pm</td>
<td>Mon-Fri</td>
<td>$215/week</td>
</tr>
<tr>
<td>Extended Day</td>
<td>7:00am-6:00pm</td>
<td>Mon-Fri</td>
<td>$245/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Dates</th>
<th>Field Trip/ Special Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Game On!</td>
<td>June 29– July 2</td>
<td>Dinosaurs Rock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No camp July 3)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Under the Big Top</td>
<td>July 6-10</td>
<td>Magic Circus</td>
</tr>
<tr>
<td>6</td>
<td>Around the World</td>
<td>July 13-17</td>
<td>Fundemonium</td>
</tr>
<tr>
<td>7</td>
<td>Shipwrecked</td>
<td>July 20-24</td>
<td>Lick Your Eyeballs &amp; Perry Yan Magician</td>
</tr>
<tr>
<td>8</td>
<td>Creative Expressions</td>
<td>July 27-31</td>
<td>Sciencetellers</td>
</tr>
<tr>
<td>9</td>
<td>Out of this World</td>
<td>August 3-7</td>
<td>Indoor Planetarium</td>
</tr>
</tbody>
</table>

ALL SPECIAL EVENTS ARE SUBJECT TO CHANGE.

Register online at cityofpetaluma.org
Ages: entering grades 4th—6th

This camp offers group activities, games, art, sports and assist in the planning and implementing of special events for Kids Klub. Each week, campers will experience a special event and presentations. Campers are expected to bring a lunch, morning snack, FACIAL COVERING, and a water bottle to camp each day. Afternoon snack will be provided. Facial coverings will be provided for any campers who do not have one. Location: Petaluma Community Center

<table>
<thead>
<tr>
<th>Camp</th>
<th>Hours</th>
<th>Days</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day</td>
<td>8:30-4:30pm</td>
<td>Mon-Fri</td>
<td>$215/week</td>
</tr>
<tr>
<td>Extended Day</td>
<td>7:00am-6:00pm</td>
<td>Mon-Fri</td>
<td>$245/week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Dates</th>
<th>Field Trip/ Special Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Game On!</td>
<td>June 29– July 2</td>
<td>Dinosaurs Rock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(No camp July 3)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Under the Sea</td>
<td>July 6-10</td>
<td>Magic Circus</td>
</tr>
<tr>
<td>6</td>
<td>Around the World</td>
<td>July 13-17</td>
<td>Fundemonium</td>
</tr>
<tr>
<td>7</td>
<td>Shipwrecked</td>
<td>July 20-24</td>
<td>Lick Your Eyeballs &amp; Perry Yan Magician</td>
</tr>
<tr>
<td>8</td>
<td>Creative Expressions</td>
<td>July 27-31</td>
<td>Sciencetellers</td>
</tr>
<tr>
<td>9</td>
<td>Out of this World</td>
<td>August 3-7</td>
<td>Indoor Planetarium</td>
</tr>
</tbody>
</table>

ALL SPECIAL EVENTS ARE SUBJECT TO CHANGE.

Register online at cityofpetaluma.org
Special Event Details

- **Fundemonium**: a science-based experiment presentation. Children get to bring their experiments home with them! (fundemoniumtoys.com)

- **Lick Your Eyeballs**: Our program is designed to teach reptile and amphibian biology, while allowing guests and students to touch and hold live animals. Our hour long programs includes six animals from a variety of reptiles and amphibians from all over the world: frogs, snakes, tortoises and a variety of lizards. Some critters you might meet are, a lizard without legs, a gecko that licks its eyeballs, and a frog with skin secretions that have the ability to kill the HIV virus without harming healthy cells. We spend months, sometimes years working with each individual animal before they become animal ambassadors. We start each program by going over safe animal handling rules and teaching guests non-verbal ways to communicate with us how comfortable they are with each animal as we come around. We work very hard to provide a safe space for everyone, both humans and critters. (lickyoureyeballs.com)

- **Wild About Monkeys**: Since the 1990s, we have been bringing our loved wild animals to local backyards and living rooms all over northern California! Our animals are handled with love and respect and are considered part of our family. We’ll provide you and the rest of your party the ability to be up-close with the most amazing exotic mammals and reptiles that they have ever seen! Education and entertainment go hand in hand with all sorts of enlightening facts and fun stories! (monkeybusinessprod.com)

- **Dinosaurs Rock**: DINOSAURS ROCK® offers the most authentic learning experience with our expansive exhibits of museum quality specimens. (dinosaursrockprograms.com)

- **Magic Circus**: Repertoire of Award Winning Stage Shows and Strolling Entertainment. (magiccircus.com)

- **Perry Yan Magician**: San Francisco Magician Perry Yan offers a magic show has been time tested through thousands of performances at schools, company events, kids birthday parties and more! Perry’s Magic Show will have the kids AND adults entertained from start to finish! Magic shows for parties and events of all sizes. San Francisco Magician Perry Yan travels all throughout the Bay Area. (pymagic.com)

- **Sciencetellers**: An Interactive Science & Storytelling Program. Help us conduct science experiments to bring a story to life! (http://www.sciencetellers.com/)

- **Indoor Planetarium**: Campers will go on a journey through the universe under an inflatable planetarium! Campers will enter the dome and be introduced to a star filled sky. (https://www.mobileedproductions.com/)

* ALL events are subject to change

*All presentations will take place at the Petaluma Community Center*
What to Bring to Camp Each Day
Your child should bring a lunch, morning snack, water bottle, FACIAL COVERING, sweatshirt, tennis shoes and a backpack to camp every day. Please apply sunscreen to your child prior to dropping off at camp. If you would like it to be reapplied throughout the day, it is your responsibility to communicate this to the staff. Camp is a nut free zone. Please do not send your child to camp with any nut products.

Lost & Found
Please make sure all items that are brought to camp are labeled. Lost and found items will be kept until the end of camp and if not claimed, will be donated.

We do not allow electronic devices such as cell phones, iPods, etc. The camp staff will not be responsible or liable for the loss of personal items.

Schedule Changes
Schedule changes must be made in writing, via email to parksnrec@cityofpetaluma.org one week in advance of the session. If request is not made one week in advance, you are still responsible for payment. A written refund request is required before a refund will be provided. Please allow 3-4 weeks to process refunds. No refunds or credits will be issued for missed days at camp or for cancellations made after the one week deadline.

Camp Staff
Each staff member has current CPR and Standard First Aid Certification. In addition, per City requirements, all staff members have been fingerprinted and background checked. If at any time you have a concern about a leader and/or how camp is going, please feel free to contact a supervisor.

Camp Attire
Campers should be dressed to play as all the camps are active and creative. Closed-toe shoes are required at all times.

Sign In/Out
All campers must be signed in and out of camp each day by a parent or legal guardian. Children may NOT sign themselves in/out of camp. Parents or legal guardians must indicate on the Emergency Form those individuals who are authorized to pick up their child. Campers will only be released to those individuals who have been authorized in writing.

Receipts
Please retain your receipts for TAX PURPOSES. The City of Petaluma’s Tax ID number is 946000392.

Reminders:
A completed registration form is required! All activities on the schedule are subject to change.

Register online at cityofpetaluma.org
**Camper Conduct**
Camp is designed to be an active and creative environment and is more fun when campers fully participate. If a child consistently chooses not to participate, staff will discuss with parents whether future participation at camp is mutually beneficial.

**Camp Ratios**
Our leader to camper ratio is 10:1 (Camp Sunshine 8:1). Our leader/camper ratio ensures that activities can be modified for age-appropriate skill levels, and also enhances team building and cooperation skills.

**Discipline Procedures**
Staff members use a direct, positive approach regarding discipline. Positive reinforcement and redirection is used whenever possible. “Think Sheets” may be used occasionally if reinforcement and redirection fail to produce the desired behavior. Parents are encouraged to be proactive to make time to communicate with staff on a daily basis to discuss their child’s behavior, both positive and negative.

**Three Strikes Policy**
Campers will receive a warning for undesired behavior. If undesired behavior continues, campers will be issued strikes.

- **First Strike**: Camper receives an appropriate timeout and a think sheet.
- **Second Strike**: Staff concerns are discussed with camper’s parent or guardian.
- **Third Strike**: Parent will be called for immediate pick-up from camp and the camper may not return for the remainder of the day. A refund will not be issued for early dismissal due to disciplinary reasons. Participation in the remainder of the week will need to be discussed prior to camper returning.

Camp staff reserves the right to dismiss a participant if his/her behavior is detrimental to other campers. Each situation will be evaluated on its own merit and open communication will be kept with families.