



SAN RAMON PARKS & COMMUNITY SERVICES

Parent Information Camp Central Summer 2024

Introduction:

Camp Central is a flexible half or full day summer program that allows campers to select activities for each week that interest them. Camp Central is located within Central Park and utilizes the fields, San Ramon Community Center, and Iron Horse Community Gym. Participants can choose one or two camps per week; morning, noon or afternoon extended care; or all the above.

THINGS YOU SHOULD KNOW:

Participant Profile: The Participant Profile is information on your camper (including medical information, emergency contacts and authorized pick-up information) that allows us to provide the safest environment for your camper. The Participant Profile will be completed during the registration process. If you register online, you will find a pop-up window that will ask you a series of questions. Please respond to each of the questions thoroughly as the information is important and will be used throughout the summer for your camper. If you register in person, mail, fax or drop off your registration form, please complete a paper version of the Participant Profile and submit with your registration form. This will allow the staff to enter the information and not delay your camper's registration.

Check-In & Check-Out: Camp Central uses a cloud-based software called KidCheck for camper check-in and check-out. Prior to your camper's first day of camp, you will need to create a free KidCheck account. The directions to create a free KidCheck account are on the last page of this packet. Failure to create your free KidCheck account, prior to arriving at camp, will result in lengthy delays for your camper to begin camp on their first day.

The check-in and check-out location is outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. When you arrive, line up in the line which corresponds with your child's camp (signage will be posted). The Camp staff person at the head of that line will ask you for your phone number. Your phone number is the information needed to check-in and check-out your camper each day. Please also note that if you created a 4 digit

PIN (when setting up your free KidCheck account) you and anyone checking-in or checking-out your camper must know this 4 digit PIN number.

Only authorized adults who are listed on the Participant Profile form or listed as a "Guardian" in your free KidCheck account, will be allowed to pick up your child from camp. To add a Guardian to your free KidCheck account, see the Account Set Up Directions on the last page of this packet. Authorized adults must present a valid photo ID OR have their photo uploaded to their free KidCheck Account. It is strongly recommended to upload photos to your free KidCheck account for anyone authorized to pick up your camper.

Drop Off Times: Camps begin at 9:00 a.m. and 1:00 p.m. **Please make sure your child is signed in at least 10 minutes before camp start times.** The sign-in table is located outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. The check-in table opens 30 minutes early for camps. Please allow enough time for us to escort your child to their camp site on time.

If your child is signed up for Extended Care, then please drop them off within the Extended Care time. For Morning Extended Care please bring them inside the San Ramon Community Center between 7:30-9:00 a.m. For Noon Extended Care please sign-in outside the San Ramon Community Center near the Bollinger Parking Lot between 11:45 a.m. - 12:30 p.m. Please see the attached *Drop Off and Pick Up Procedures for Camp Central* for detailed information.

Parking: Please park in the Central Park parking lot for the San Ramon Community Center off Bollinger Canyon Road. This is the closest parking lot to the sign-in location.

Lunches and Snacks: Please send your child to camp daily with a backpack, water, and at least one healthy snack for each camp they are enrolled in. If your child is participating in Noon Extended Care, please provide them with a lunch. Due to the large number of nut allergies, we advise against providing food items with tree nuts or peanuts due to severe participant allergies. Campers are discouraged from sharing food.

Allergy & Special Needs Information: If your child has a life-threatening allergy or needs special accommodation, please contact Jessica Reaber at least 2 weeks prior to the camp starting. Jessica Reaber may be reached at jreaber@sanramon.ca.gov or (925) 973-3272.

What to Wear: All children should wear play clothes. In addition, children must wear close-toed shoes and socks each day. No open-toed shoes or sandals are allowed. A list of equipment or requirements can be found online at www.SanRamonCampCentral.com in the *What to Bring to Camp* section.

Extended Care: Extended Care is supervised care for campers before or after Specialty Camps. During Extended Care, campers participate in various activities led by trained, experienced staff. There are 3 different Extended Care options. Morning Extended Care is from 7:30-9:00 a.m.; Noon Extended Care is from 12:00-1:00 p.m.; and Afternoon Extended Care is from 4:00-

6:00 p.m. Extended Care is offered by the week only and may not be paid for on an as needed basis.

Late Pick Ups: Parents and authorized pick-up people will be charged \$1 per minute if they are late after a ten minute grace period. Please be on time!

Supply/Material Fees: For your convenience, supply/material fees will be collected at the time of registration unless otherwise notified by staff.

Counselors, a.k.a Recreation Leaders: Our Recreation Leader team is made up of enthusiastic, responsible individuals who take great pride in caring for campers and ensuring their safety. All Recreation Leaders are well trained and possess certifications in CPR and First Aid.

Lost and Found: On Fridays, camp staff will display any articles that have been left or unclaimed throughout the week. Two weeks after the last session of camp, unclaimed items will be given to a charity group. The City of San Ramon is not responsible for items brought to camp that are lost or damaged.

Code of Conduct: The City of San Ramon believes all participants and spectators have a right to a positive, safe, and enjoyable experience while participating in programs and events offered through the Parks and Community Services Department. It is therefore expected that everyone treats people and facilities with respect and abides by all City and Department policies, rules, and guidelines. The City of San Ramon reserves the right to refuse service to anyone for failure to abide by these guidelines.

1. The safety and security of all participants, staff, contractors, and volunteers is paramount.
2. All participants, staff and volunteers will be treated with courtesy, respect, dignity and in an equitable and fair manner.
3. Do not discriminate against any participant, staff, or volunteer with regards to disability, race, color, ethnic origin, gender, sexual orientation, religion, or age. Everyone should feel included.
4. Treat facilities and parkland with respect and care, following all program, City and Department policies, rules, and guidelines.

Discipline: For summer camps to run smoothly, the camp staff will provide all participants with basic rules of camp. The campers will be reminded of the rules daily and are expected to abide by them during camp hours. We ask that campers provide respect to all peers and staff at the City of San Ramon. Summer camp is about having a good time, and we want to ensure that all campers follow the rules for the safety of themselves and others. Should a camper not follow the rules, camp staff will discipline a camper according to the severity and frequency of the misbehavior. This may include time spent outside of an activity, a phone call to a parent or authorized adult or asking the camper to leave the camp. All discipline will follow the Code of Conduct.

Phone Number: If you have questions, please call the San Ramon Community Center at (925) 973-3200. You may also reach the Camp Central at Central Park staff during camp hours at (925) 766-2347. Camp hours are 7:30 a.m. – 6:00 p.m.

Camp Central at Central Park

A Typical Day at Camp...

Begins	Ends	Activity
7:30 a.m.	8:30 a.m.	Check-In for Morning Extended Care
7:30 a.m.	9:00 a.m.	Morning Extended Care
8:30 a.m.	8:50 a.m.	Check-In for Morning Camps
9:00 a.m.	12:00 p.m.	Morning Camps
11:45 a.m.	12:00 p.m.	Check-In for Noon Extended Care
12:00 p.m.	12:10 p.m.	Check-Out for Morning Camps
12:00 p.m.	1:00 p.m.	Noon Extended Care
12:30 p.m.	12:50 p.m.	Check-In for Afternoon Camps
1:00 p.m.	1:10 p.m.	Check-Out for Noon Extended Care
1:00 p.m.	4:00 p.m.	Afternoon Camps
4:00 p.m.	4:10 p.m.	Check-Out from Afternoon Camps
4:00 p.m.	6:00 p.m.	Afternoon Extended Care
4:00 p.m.	6:00 p.m.	Check-Out from Afternoon Extended Care



Drop Off and Pick Up Procedures for Camp Central at Central Park

Morning Extended Care Drop Off:

- For Morning Extended Care, parents should drop off their camper at the San Ramon Community Center between 7:30-8:30 a.m. Parents will be required to sign-in their camper, using their free KidCheck account, daily, unless noted on the Participant Profile during registration.

Morning Camp Drop Off:

- At 8:30 a.m. parents may begin dropping off their camper for morning camps. A check-in station will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents will be asked to sign-in using their free KidCheck account, daily.
- Campers should be signed in no later than 8:50 a.m. for morning camps.

Noon Care Drop Off:

- Parents may begin dropping off their campers at 11:45 a.m. for Noon Extended Care. A check-in station will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents must sign-in their camper(s) using their free KidCheck account, daily.
- Campers should be signed in no later than 12:30 p.m. for Noon Extended Care.

Morning Camp Pick Up:

- The check-out location will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents will be required to check-out their camper(s) using their free KidCheck account. Parents must either have their photo uploaded to their free KidCheck account or bring a valid photo identification card to the check-out location. Only authorized adults, listed on the camper's Participant Profile Form or Guardians in the free KidCheck account may sign-out a camper. Please note that campers may take a few extra minutes to get to the check-out location, as their camp does not end until 12:00 p.m. Campers should be signed out no later than 12:10 p.m. or a \$1 per minute late fee will be charged.

Afternoon Camp Drop Off:

- Parents may begin dropping off their campers at 12:30 p.m. for afternoon camps. A check-in station will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents must sign-in their camper(s) using their free KidCheck account, daily.
- Campers should be signed in no later than 12:50 p.m. for afternoon camps.

Noon Extended Care Pick Up:

- The check-in location will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents will be required to check-out their camper(s) using their free KidCheck account. Parents must either have their photo uploaded to their free KidCheck account or bring a valid photo identification card to the check-out location. Only authorized adults, listed on the camper's Participant Profile Form or Guardians in the free KidCheck account may sign-out a camper. Please note that campers may take a few extra minutes to get to the check-out location, as their camp does not end until 1:00 p.m. Campers should be signed out no later than 1:10 p.m. or a \$1 per minute late fee will be charged.

Afternoon Camp Pick Up:

- The check-in location will be set up outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot. Parents will be required to check-out their camper(s) using their free KidCheck account. Parents must either have their photo uploaded to their free KidCheck account or bring a valid photo identification card to the check-out location. Only authorized adults, listed on the camper's Participant Profile Form or Guardians in the free KidCheck account may sign-out a camper. Please note that campers may take a few extra minutes to get to the check-out location, as their camp does not end until 4:00 p.m. Campers should be signed out no later than 4:10 p.m. or a \$1 per minute late fee will be charged.

Afternoon Extended Care Pick Up:

- Parents should pick up their camper at the San Ramon Community Center by 6:00 p.m. to sign-out their camper. Parents will be required to check-out their camper(s) using their free KidCheck account. Parents must either have their photo uploaded to their free KidCheck account or bring a valid photo identification card to the check-out location. Only authorized adults, listed on the camper's Participant Profile Form or Guardians in the free KidCheck account may sign-out a camper. Please note that campers may take a few extra minutes to get to the check-out location, as their camp does not end until 6:00 p.m. Campers should be signed out no later than 6:10 p.m. or a \$1 per minute late fee will be charged.

*** ALL CHILDREN should be signed in and out at the Camp Central tables located outside the San Ramon Community Center on the Terrace Patio near the Bollinger Parking Lot.**

**** If your camper is attending camp at Iron Horse Gym or in Central Park on the fields AND they are not signed up for any Extended Care, then you may check them in/out at their camp location. However, if they are in sports camps and need extended care they should be signed in and out at the Community Center.**

***** Please sign out and pick up your child at the same location they sign-in.**

What is KidCheck?



Participants registered for Camps at Camp Central must create a KidCheck account. This account is separate from your registration you completed with the San Ramon Parks And Community Services Department and must be set up by YOU prior to camp to ensure a quick and efficient check-in and out process for all. Already have a KidCheck Account? Great, please make sure the account is up to date with current authorized guardians with their picture.

KidCheck is a secure children's check-in system that enhances your provider's security system and simplifies the check-in process. KidCheck helps ensure no one can pick up your child without your consent. **More information about KidCheck can be found at www.kidcheck.com.**

Key Benefits



Child Safety

- Easily create and update a list of who can (and cannot) pick up your children
- Upload photos of children and guardians for added security
- Provide medical and allergy information and alerts



Secure Information

- No one sees you or your child's information until you check-in to their facility
- KidCheck uses the same secure data technology as banks to keep your information safe
- KidCheck never asks for personal identification such as Social Security numbers, credit cards or banking information, and we never sell the information we do gather



Convenient

- Speedy check-in - simply input your 10 digit phone number
- KidCheck is web-based, so you can create and access your account from anywhere
- Text message notifications when your child is checked in and out, or in case of emergency



Account Setup Instructions

Signing up for KidCheck is easy and free for parents, guardians, and workers!

Sign-up

1. Visit <https://go.kidcheck.com> or download the KidCheck app on a mobile device
2. Select the link to create a free KidCheck account
3. Fill in the requested fields, and agree to the terms of use



Adding Children and Guardians

** If you are a volunteer/employee only, and have no kids to add, you may skip these steps*

1. Locate the "Kids" tab. Select the link to add a new child, and input your child's information and upload photos. Select the save button when you are done.
2. Locate the "Guardians" tab. This is where you will input additional guardians whom you would like to be able to pick up the children you've listed. Add their information and upload photos. Remember to click save when you are done.
Note: If you set up a PIN in your account as an additional level of security, everyone you send to check out your child must know that PIN at Check Out or they will not be able to check out your child and will cause delays in the check out process. Setting up a PIN is your choice and is not required to complete your account set up.

Pictures for Participants and their authorized guardians make the Check In and Out process quickest. Pictures added to the account will take up to 3 business days to appear on your Kid Check Account as KidCheck physically verifies each picture. Do not use cartoons or group photos. Please use a clear picture of the person for quickest approval.