



SAN RAMON PARKS & COMMUNITY SERVICES

Parent Information Camp Central at Dougherty Station Summer 2016

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 at Dougherty Station is located at Dougherty Station Community Center and utilizes the community center and Windemere Ranch Middle School. Participants can choose one or two camps per week, extended care, or all of 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: You will need to physically sign your child in to the program when you drop off and when you pick up your camper every day. The check-in and check-out location is outside the Dougherty Station Community Center on the back patio facing the DVC Campus. Only authorized adults who are listed on the Participant Profile will be allowed to pick up your child from camp. **Parents as well as others listed as authorized pick-ups must present a photo ID every day upon check-out. No exceptions.** This is for the safety and protection of your child. Please see the attached *Drop Off and Pick Up Procedures for Camp Central* for detailed information.

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

Dougherty Station Community Center on the back patio facing the DVC Campus. 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 Noon Extended Care then please drop them off within the Extended Care time period. For Noon Extended Care please sign-in outside the Dougherty Station Community Center on the back patio facing the DVC Campus 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: You may park anywhere around the Dougherty Station Community Center and follow the signage to the check-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 and are asked to wash their hands after eating to prevent allergen contact.

Allergy & Special Needs Information: If your child has a life threatening allergy or needs special accommodations, 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 that 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.

Counselors: Our counselor team is made up of enthusiastic, responsible individuals who take great pride in caring for campers and ensuring their safety. All counselors 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: In order 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 on a daily basis 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 out 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 Dougherty Station staff during camp hours at (925) 766-2334. Camp hours are 7:30 a.m. – 6:00 p.m.

Camp Central at Dougherty Station “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 Dougherty Station

Morning Extended Care Drop Off:

- For Morning Extended Care, parents should drop off their camper at the Dougherty Station Community Center between 7:30-8:30 a.m. Parents will be required to sign-in their camper on a daily basis 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 Dougherty Station Community Center on the back patio facing the DVC Campus. Parents will be asked to sign-in based on the camper's last name.
- 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 Dougherty Station Community Center on the back patio facing the DVC Campus.
- 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 Dougherty Station Community Center on the back patio facing the DVC Campus. Parents will be required to bring a photo identification card to the check-out table, where they will sign-out their camper according to last name. Only people listed as Authorized Adults may sign a camper out of camp. 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 Dougherty Station Community Center on the back patio facing the DVC Campus.
- 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 Dougherty Station Community Center on the back patio facing the DVC Campus. Parents will be required to bring a photo identification card to the check-out table, where they will sign-out their camper according to last name. Only people listed as Authorized Adults may sign a camper out

of camp. 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 Dougherty Station Community Center on the back patio facing the DVC Campus. Parents should bring their photo identification cards to the check-out table, where they will sign-out their camper according to last name. Only people listed as Authorized Adults may sign a camper out of camp. Children 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 Dougherty Station Community Center by 6:00 p.m. to sign-out their camper. Parents will be required to bring a photo identification card. Only people listed as Authorized Adults may sign a camper out of camp. 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 Table located outside the Dougherty Station Community Center on the back patio facing the DVC Campus.**

**** If your camper is only attending camp at Windemere Ranch Middle School AND they are not signed up for any Extended Care, then you may check them in/out at their camp location.**

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