

MONKEY BUSINESS CAMP

Summer + School Break Day Camps for Kids

🏠 Parent Prep Info Packet- School Break and Summer Camps (hours, location & more)
Parents of Youth Leaders — please also review:
Break Camp Youth Leader Handbook (PDF) or [Summer Youth Leader Handbook \(PDF\)](#)

🎒 What to Bring

Daily Food & Drink

- Water bottle (medium or large)
- Lunch (pack extra—kids often eat more on busy camp days!)
- Two snacks (separate and labeled)

Nuts and nut butters are allowed unless your group is notified otherwise by text

Clothing-Camp is active and mostly outdoors. Kids sit on the ground, play in the grass, and jump right into activities — so comfy, play-friendly clothes work best.

- Layers
- Jacket, hoodie, or windbreaker
- Sturdy, closed-toe shoes

Optional (please label all items)

- Sunscreen and Sun hat (see next page Health section for additional info)
- Book (for midday chill time; staff read books + we have a book bin, for those who don't bring)
- Extra clothes (we have some on site, but a small backup set can be helpful)
- Small comfort item
- Cards-like Magic. These can easily get damaged at camp; if sent, we cannot guarantee condition.

🚫 Please Do Not Bring


- Toys or electronics
- Phones (must stay silent and tucked away in backpacks)

🌞 **Summer Camps Only**-Check that your child can carry their backpack for up to a 30-minute walk

🍂 Break Camps Only

- **Plastic bin or box to use as a cubby to keep belonging dry and organized for campers only:**
Stays at camp all week and goes home on the last day.
- Optional: small pillow or blanket
- Rainy weather preparation: Fleece or wool layers, Rain boots if possible or extra socks or shoes

Health & Medications

- Please give all medications to the Site Director on Day 1 (they will be returned on the last day of camp).
- Medications must be “as needed,” not scheduled.
- If your child will self-carry medication, please email the completed waiver (fillable PDF) by Tuesday before camp.
-  Sunscreen & Sun hat: Families who choose to use sunscreen are responsible for applying it before camp and sending a labeled sunscreen (and sun hat if desired). Please pack in an easy-to-find spot in your child’s backpack and show them how to locate it and apply it independently. At summer camps only, staff will remind/offer light assistance with sunscreen reapplication around 1:45pm, to those who requested at time of enrollment.

Hours & Locations

Specific links for drop-off and pick-up locations will be texted before camp begins. Some groups have different drop-off and pick-up locations, but all are within walking distance.

- Break Camps-Autumn, Winter, February, Spring: [Berkwood Hedge School \(Berkeley\)](#).
- Summer Camps (June–August): Tilden Park — Meadows or Big Leaf Picnic Areas

Camper Drop-Off & Pick-Up: *Please stick to these five windows so staff can manage safely.*

- Drop-Off: 8:30–9:00am (in line by 9:00)
- Pick-Up: 4:10–4:30pm (in line by 4:30)
- Alternate windows: 10:15am, 1:30pm, 3:30pm
(Text by 9am / 2pm. Thx for choosing one of the alternate times listed)

Youth Leaders Drop Off & Pick Up

- 8:25am–4:35pm (arrive ready by 8:25)
- No alternate times; full daily attendance expected unless sick, injured, or emergency

Camp Communications

• Before camp:

– E-mail reminder about camp and general details & carpool lists for those who requested to be on list ~7-10 days before, and for summer, usually one additional mid May

– Text with location info sent Friday or Saturday just before start day & first day.

• **During camp:** Use the text thread to report absences, illness, or alternate pick-ups. Staff focus on kids during the day, so they usually check for texts at 8:30–9:00, ~2:30, and 4:10–4:35, with only occasional checks outside these times.

• Communication at Drop-Off or Pick-Up:

Camp communicates updates directly with the adult present at pick-up or at drop-off. If your child is brought or picked up by a nanny, carpool partner, or another caregiver, or lives in more than one household, check with your them so any important info is passed along. Staff may text with parents when needed. For more complex or sensitive matters, we may reach out to schedule a phone call.

Thank you for helping us keep communication clear and consistent.

• Other contacts:

- Office (registration, financial): office@monkeybusinesscamp.com | 510-540-6025 E-mail best method. Open part time hours.
- Camp Director Heather Mitchell: 510-701-7877 | heather@monkeybusinesscamp.com

Camp Life

- **Daily schedule:** By now you probably have a sense of what camp looks like each day from previous reading. Here is a [general outline](#) of our days.
- **Wacky Wednesday:** Reminder text sent day before; we have costume bins out at least part of day each group

[Summer Camps Dress Up Theme Days](#) (PDF)

- **Birthdays:** No food/treats. We try to celebrate at camp with singing or a crown, unless child uneasy.
- **Food projects at camp:** Vegetarian, organic, kosher & dairy and gluten free alternatives when possible.

Health & Safety

- **Emergency contact:** Please have at least one contact available locally during camp
- **Illness prevention:**
 - Keep child home until symptoms improving and fever/vomit-free for 24 hrs (without meds).
 - Consider masking if recovering but still possibly contagious.
 - Reduce exposures before camp if possible (to avoid missed days—no refunds for illness).
- **Lice:** Please check your child's hair before camp. If you find, [follow these steps](#) (PDF)

Summer Only

- **Poison Oak:** Potentials for exposure at our locations in Tilden Park. If known and parents gave permission at time of registration, staff wash with Technu. Sensitive campers may benefit from changing clothes after camp.
- **Tick checks:** We recommend daily checks after camp. Lyme transmission usually requires 36–48 hours. Helpful resources: [East Bay Regional Parks District Tick Info](#); [Farmer's Almanac Tick Remedies and Removal Guide](#)

****We appreciate your help keeping our whole camp community healthy****

Admin Details

- Authorized Pick-Up List: Update in [Household Form](#) by Tuesday before camp. Staff confirm with child at pick-up (IDs checked only if flagged).
- Cancellations/Transfers: Email [office](#) with request after reviewing [policies](#).
- Behavior & dismissal policy: See [policies](#).

- Receipts/Tax forms: [Log in](#) → Account Summary (lists business name, Tax ID, dates, hours, payments). We aim to send one each January for previous year's payments.
- Self check-in/out-usually for older campers/Youth Leaders: Default = no or some parents signed okay at time of registration. To update, fill out permission form in [account](#) (or text the camp thread).
- Late pick-ups: After 4:30 → \$14/half hour; \$26/hour. Staff cannot waive fees; billed to card on file.
- Lost & found: Items held for 1 month, then donated. E-mail [office](#) if missing item.
- Parent Feedback Surveys: Sent after camp, and staff do not review until 10 days after camp. For more time sensitive concerns, talk to Site Director at pick-up to arrange a time with them or an admin leader.

♥ Thank You

By joining camp, you support a women & LGBTQ-led, locally rooted, certified green business—celebrating 28 years of building fun, caring, and inclusive community spaces for kids. Thank you for being part of our community!



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