Summer + School Break Day Camps for Kids

🏕️ Parent Prep Guide- Summer & School Break Camps (hours, location & more)

Parents of Youth Leaders — please also review the prep guide:

- Youth Leader Prep Guide (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)
- Need inspiration? Lunch & Snack Ideas for easy ways to keep kids fueled throughout the day.

Nuts and nut butters are allowed unless your group is notified otherwise by text (by Saturday before camp)

Clothing- Camp is active. 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 (optional for midday chill time; we also have a book bin for kids to choose from)
- Extra clothes (we have some on site, but a small backup set can be helpful)
- Small comfort item
- Trading cards (such as Magic). These can easily get lost or damaged at camp, so please send only if you're comfortable with that possibility. We have some decks on site with our older groups.

🚫 Please Do Not Bring

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

🍂 Break Camps Only (Autumn, Winter, February, Spring)

- **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

🌞 **Summer Camps Only**-It helps if your child can comfortably carry their backpack for walks up to 30 min.

💊 Health & Medications

- Please give all medications to the Site Director. Medications are kept with the group's first-aid supplies so they are available during walks, hikes, and other activities away from the main camp area.
- Medications may not be self-carried by campers or Youth Leaders. If your child needs to take the medication home each day, please give it to the Site Director each morning and pick it up at the end of the day.
- Medications must be "as needed," rather than routine daily medications, as staff are not able to monitor medication schedules.
- 🌞 Sunscreen & Sun hat: If your family uses sunscreen, please apply it before camp and send a labeled sunscreen (and sun hat if desired). Pack it 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 campers and offer light assistance with sunscreen reapplication around 1:45pm for those whose families requested it on enrollment forms.

⏰ 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 — Playground, Meadows or Big Leaf Picnic Areas

Camper Drop-Off & Pick-Up: *Please stick to these five (5) 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 by Saturday before each camp & first day.

• During camp: Use the text thread to report absences, illness, or alternate pick-ups. Staff focus on campers during the day, so texts are typically checked during drop-off, around 2:30pm, and at pick-up, with only occasional checks at other times.

• Injuries & Illness: Staff provide appropriate first aid and care, and generally text parents about injuries or illnesses needing additional attention. Nonurgent updates or minor incidents may be shared during our afternoon admin time or at pick-up. For more serious or time-sensitive concerns, we'll contact you promptly, by text or phone as appropriate.

• **Camp text thread:**
Primary Household parents/caregivers with cell numbers are automatically added to the camp text thread. If another caregiver or family member should receive camp texts, email the office before camp with their first and last name + cell number.

• **Communication at Drop-Off or Pick-Up:**
Camp may also share updates directly with the adult present at drop-off or pick-up. 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 them, so important info is passed along. 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**: Here is a general outline of our camp day. Review it with your child if you think knowing what to expect would be helpful.

• **Wacky Wednesday:** Reminder text sent day before; we have costume bins out at least part of day each group: Dress Up Theme Days (PDF)

• **Birthdays:** No food/treats. We can celebrate at camp with singing or a crown, unless child prefers otherwise.

• **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

• **Child Safety:** All staff complete screening and training requirements prior to working with campers. Camp uses group supervision practices, including our "Rule of 3" approach, to help avoid isolated one-on-one situations between staff and campers. Camp also maintains clear procedures for reporting concerns and supporting camper safety.

• **Fire weather & air quality:** Camp may be modified, relocated, moved online, shortened, or canceled when fire weather, air quality, or other safety conditions are determined to be unsafe. Families will be notified by text as soon as possible.

• **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 when possible to help avoid missed camp days (refund policies apply to illness-related absences).

• **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. Refunds or credits vary depending on timing, and in some cases, no refund or credit is available.

• **Payment plan card/bank updates:** Due to registration system limitations, these currently need to be handled by our admin team. Email **office@monkeybusinesscamp.com** to arrange a brief phone call to update your payment information.

• **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—campers ages 8+ and Youth Leaders:** Default = no unless parent/guardian permission is provided. Permission can be given during registration or updated later by completing the **Child Self Check-In/Out Permission** form in your account. **If camp has already begun, also text the camp group thread after updating the form so onsite staff know about the change.**

Families are responsible for their child before check-in and after check-out.

• **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:** Staff typically review survey feedback after camp has ended, so for time-sensitive concerns, please speak with a Site Director or admin leader directly.

💚 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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