



Hayward Area Recreation and Park District

WELCOME TO REC INNOVATION PROGRAM!

Dear Parents and Participants!

We want to welcome you and your child to Rec Innovation Program! Through group interaction and mutual respect, each participant will be given the opportunity to explore the many benefits of intentional recreation programming!

Attached you will find the H.A.R.D Program Parent Handbook containing very important information requiring you to review before your child may participate in the program. Please take a few moments to read over the information.

Hayward Area Recreation and Park District is proud to announce our use of ePACT Network for better safety! After you register for the program, you will receive an email invitation to create your account and share your information with us. With this new feature, we won't require you to turn in hard copies of your confidential information anymore. This new feature makes it far easier for you to share emergency information with us. Should you have any questions regarding the creation of your account, sharing your information, and navigating your account, please contact **ePACT support** at help@epactnetwork.com or 1.855.773.7228 ext 1 to speak with ePACT's Customer Success team.

Once again, we are excited to have your child join us this summer and look forward to providing him or her with enjoyable and memorable experience. If you have any further questions or concerns, please contact me at (510) 887-0400 ext. 111 or zunv@haywardrec.org.

Sincerely,

Chris Penaranda
Recreation Specialist
Recinnovation@haywardrec.org
(510) 887-0400 ext. 113

CC: Vicente Zuniga, Recreation Supervisor

Enclosures:

- *Parent Handbook* *Keep for your information*
- *Behavior Management Policy* *Keep for your information*
- *Program Release Form* *Sign and return to staff (optional)*

Here's to a fun filled summer with H.A.R.D.!

1099 'E' Street | Hayward, CA | (510) 881-6700 | HaywardRec.org



Hayward Area Recreation and Park District

Parent Handbook

Welcome to the Hayward Area Recreation and Park District's Rec Innovation Program! Our staff is dedicated to the development and well-being of your child. We will provide your child with compassion, patience, learning opportunities, and most of all a safe and fun experience. Please feel free to let us know of any concerns, ideas, or thoughts that may arise. This way staff and parents can function as a team and focus on your child's development and learn new skills. The Hayward Area Recreation and Park District is a place for families and it is our intent to do everything possible to help strengthen and support your family.

It is our belief that each child is a unique individual with his or her own rate of development. Our goal at Hayward Area Recreation and Park District is to introduce children to as many positive experiences as possible. Furthermore, it is our goal to ensure that each child feels confident and secure with himself or herself in this environment.

It is our hope that each child's experiences at camp will foster creativity and self-confidence. Our doors will always be open for discussion and suggestions. As a team, we seek to improve the quality of life for our children.

Our Goals and Philosophies

Our Recreation Staff follow a designed curriculum; however, they conduct and modify each class day as they see fit. Each activity will be based on the goals of the Hayward Area Recreation District Rec Innovation Program. The main goals and functions include:

- Enriching the quality of life for our campers by providing a variety of intentional recreational activities that promote health and wellness, education, and fun.
- Providing campers, a safe and nurturing environment to take positive and healthy risks.
- Creating a balanced experience that incorporates STEAM-based Activities and recreation philosophy in a fun and engaging way.

Activities/Events

Staff will provide structured and intentional recreation activities that will incorporate S.T.E.A.M. activities for your child to participate in daily. The schedule reflects high intensity, low intensity, educational and recreational programming. We encourage our participants to try new activities and come with an open mind. In addition, we have many fun activities that require group participation. The general schedule will be posted on the program website. Please note the schedule may change at any time.

Fieldtrips

Any off site excursions will be posted weekly and will require parents/guardians to sign and initial the parental agreement prior to participating. Campers MUST wear their camp shirt on fieldtrip days. Please note, schedule is subject to change. It is imperative that your child arrives on time. During fieldtrip days, camp site is closed from 9:00am – 4:00pm.

Access for All

Hayward Area Recreation and Park District is committed to providing specific access needs for safe participants in programs and activities to our public. The District is committed to consideration of requests that does not constitute a fundamental alteration, undue financial burden and or pose a threat to the participant's safety or safety of others. Please submit a request at least 10 business days prior to scheduled activity for consideration of accommodation. Please call (510) 881-6700 for more information.

Dress Code



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Staff will be creating active, creative and positive learning experiences. Your child will come home tired and messy. To be able to fully experience camp, your child is required to wear closed-toed, rubber soled shoes. In addition, they should wear PLAY CLOTHES. It is recommended to dress in layers as morning programs may be cold and foggy and later in the day become hot and sunny. A backpack is suitable and highly recommend for camp. Please make sure you write your child's name on the backpack and every item of clothing. This will make it easy for staff to return items to its rightful owner. We also recommend using mosquito repellent and wearing long sleeves and long pants when possible to prevent mosquito bites. <http://www.cdc.gov/zika/prevention/>

Financial Assistance

The Hayward Area Recreation and Park District offers scholarships to provide financial assistance to economically disadvantaged families, and recreational opportunities to children in need. Please call (510) 881-6700 for more information.

Sign-In/Sign-Out Procedures

In order to ensure the safety of your child the sign-in process will begin at the start of camp program hours and it is mandatory that each child be signed in and out daily with a legal signature and time. Children may not be signed out by anyone under the age of 18 unless pre-approved.

***Please note, for your child/ren's own safety, there are no sign in/out privileges for campers 11 years and younger.

Late Policy

For the comfort and security of your child, it is imperative that your child be picked up from the program within ten minutes of camp ending. Late parents may be assessed any of the following charges based on the amount of time he or she is late per family:

Amount of Time	Fee
0-10 Minutes	Grace Period (No Charge)
11-15 Minutes	\$10
16-30 Minutes	\$25
31-60 Minutes	\$50
More than 60 Minutes (1 Hour)	Custody transferred to the appropriate police department

***Parents who pick up a child late more than two times may be terminated from the program session with no refund.

Absences

Children will not be refunded or given credit for any class time missed due to illness or other circumstances.

Medical Record Information

To ensure the safety of all children in the program, we require that the Registration and Emergency Forms be filled out completely before the child can participate in the program. The Parental Agreement and Release Forms should also be filled out completely and returned before the child can participate in the program.

Illness/Injury

We want to maintain a healthy environment in the Program. In order to do this, please do not send your child if he or she has a cold or other contagious illness. Please use the following guideline: your child should be free of fever for 24 hours prior to returning to program and all mucus should be clear.



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Head lice continues to be one of the most prevalent communicable childhood diseases among children and outbreaks are possible whenever and wherever children gather. If head lice occur on your child, please keep your child at home and notify HARD immediately. A child must be treated before returning to camp.

If your child is/or becomes ill while in our program, the staff will contact you to pick him or her up. The program is not set up to care for ill children, so it is important for you to pick up your child in a timely manner. If your child is injured, the staff will take necessary steps to obtain medical care. If we are unable to reach you in the event your child needs medical care; he or she will be transported to the hospital by a District vehicle or ambulance. **It is extremely important that you notify the Hayward Area Recreation and Park District of any changes in your work or emergency phone numbers.**

Lunch/Snacks

The Hayward Area Recreation and Park District promotes a healthy and nutritious snack program. This calls for a “team approach” between staff and parents. This program encourages active support from parents by eliminating the “cookie and punch” snack and replacing it with nutritious snacks. The development of positive attitudes toward foods is the basis for the practice of healthful dietary patterns. Parents are asked to pack their child with a healthy nutritious lunch and two snacks to have throughout the day. Please note, your child should only bring ready to eat snacks and meals. We will not be able to reheat or prepare individual snacks for each participant.

Some examples of healthy snacks:

Cheese and Crackers
Sandwiches
Cold Cuts

Fresh Fruit
Raw Vegetables
Apple Sauce

Pretzels
Juice boxes
Yogurt

Program Surveys

Program Surveys will be provided to you via Survey Monkey at the end of each session. This is your opportunity to share you and your child’s experience with us. We encourage you to complete the surveys as we value and utilize your feedback.

Staff

All Summer Camp staff is trained in working with young children. Each staff person is certified in First Aid, AED and CPR. Additionally, all staff participates in periodic trainings to enhance their knowledge and skills in working with children.

Belongings

Personal/valuable toys from home are not permitted at camp unless otherwise noted by the staff. Please be aware if your child brings any personal property to camp, they are responsible for it. The Hayward Area Recreation and Park District and its employees are not responsible for any stolen or lost property. Due to limited space, it is each parent/guardians’ responsibility to ensure that their child’s belongings are removed from the camp each day. Any abandoned articles left more than two weeks will be discarded.

Birthday/Holidays

Some children enjoy celebrating their special day with their friends. If you would like to provide a special snack for your child’s special day, please check with staff for any allergy concerns. Pre-packaged items are permissible, homemade goods are not. Thank you for your understanding.



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Phone and Cellphone use

It is the policy of the Hayward Area Recreation and Park District that our telephones are for business calls only. We do allow the participants to make phone calls to their parents when necessary. If there is a real emergency, staff will contact you ourselves. We try to limit the amount of personal cell use during camp as it distracts campers from their program experience and may be lost/damage.

***Please note that HARD is not liable for any loss/damage of phones during camp.



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Program Behavior Management Policy

The Hayward Area Recreation and Park District Rec Innovation Summer Camp has adopted the following behavior management policy:

Expectations:

- Your child is to be respectful, courteous and considerate towards children, staff and property.
- Your child is to be responsible for him or herself.
- Your child is to learn to make positive choices that build self-esteem and skills.
- Your child is to participate in all activities with an open and positive attitude

Unacceptable Behaviors:

- If your child harms other children or staff
- If your child is harming himself or herself.
- If your child causes destruction to property.
- If your child is continuously unable to adhere to program guidelines.
- If your child is showing extreme disrespect to another child or staff person. This includes racial slurs, profanity and threats.

General Standards for Positive Guidance:

- Guidance focuses on the expected, appropriate behavior, rather than on the negative, inappropriate behavior.
- Guidance is a process of teaching, learning, and positive reinforcement.
- Set developmentally appropriate guidelines for children.

Staff will use a positive, teaching form of guidance:

- Staff will continually remind children of program expectations
- Children are redirected to other activities when behavior contradicts program expectations. Parents will be kept informed of their child's progress.
- When the above steps are ineffective in redirecting a child's behavior, more serious action may be taken.
 1. Documenting the behavior on an Incident Report.
 2. Parent called to pick the child up from the program.
 3. If a second incident report is issued within a two-day period, the child will be suspended from the program for one day and a conference with the parent, Instructor/Staff and Recreation Supervisor will be scheduled before the child can return to the program.
 4. If a child receives another incident report with another week, he/she may be terminated from the program for the remainder of the summer w/o a refund.
- Special circumstance, when a camper has a negative impact on camp climate (any violent physical or verbal aggression either on a person or object), suspension may be considered and reviewed by Recreation Supervisor on a case by case basis.
- If you receive a call regarding this matter, please be prepared to come and pick your child at the center immediately (within the hour). Again, no refunds will be issued.