

2016 SUMMER DAY CAMP OPERATION PERMIT PROCESS

In order to obtain a day camp operation permit and make your day camp reservations, complete ALL of the following steps:

- Step 1 - Read the attached guidelines.
- Step 2 - Log on to www.ebparksonline.org and purchase the 2016 Day Camp Operator Permit. Print, sign and return the permit to the Reservations Department.
- Step 3 - Complete the reverse of this form with your requested sites and dates and return it to the Reservations Department no later than **the last Wednesday in September by 5pm.**
- Step 4 - Schedule a pre-camp meeting with the Park Supervisor. You must bring a sample copy of your daily schedule, camp brochure (previous year OK) and emergency plan to review with the supervisor.
Deadline: at least 60 days before camp starts.
- Step 5 - Provide proof of insurance (requirement listed in the permit).
Deadline: at least 30 days before camp starts.
- Step 6 - Request parking passes if needed.
Deadline: at least 30 days before camp starts.

Reservation confirmations: Site reservations will be emailed from reservations@ebparks.org no more than three weeks after the reservation deadline. No hard copies of your reservations will be mailed. Reservations are tentative until the deposit is paid.

Payment schedule: A 20% non-refundable deposit (\$250 minimum) is due within 14 days of confirmation of your site reservations. Total fee payment is due by April 30, 2016. Payments can be made online, by phone or by check.

Discounts and cancellations: Reservations not paid by the due date will be automatically cancelled and your day camp discount will be forfeited. If you re-book after a cancellation, payment is due in full at the time of reservation.

Where do I send my paperwork?

Please submit all day camp documents to reservations@ebparks.org, fax to 510-639-4757 or US Mail to Attn: Reservations Supervisor, 2950 Peralta Oaks Court, Oakland, CA 94605.

When do I need a Summer Day Camp Permit?

Both for-profit and non-profit day camps must have a permit in order to operate in the East Bay Regional Park District. Camps are considered to be “operating” in the East Bay Regional Park District when the park is the primary business location, i.e. kids are dropped off and picked up at the park. In most cases, a permit is not required for occasional field trips that start or finish at the provider’s own facilities. Only day camps with a valid permit on file are eligible for the day camp site reservation discount. However, please note that advanced notification is required for swim trips on summer weekdays. For swim information visit:

<http://www.ebparks.org/activities/swimming>.

The Summer Day Camp Permit is offered June through August only. Any commercial use of parklands outside of those months is required to get a special event or special use permit and pay applicable fees.

To request an application for a summer day camp permit, contact the Reservations Supervisor.

• **DAY CAMP CAPACITY & SIZE:**

- Day Camp programs may not exceed 200 participants.
- A site reservation is required. Picnic sites must be selected based upon camp size. Sites must accommodate the total number of campers comfortably. For example, a camp that serves 50 campers cannot reserve a site that accommodates 35.
- The District will not allow camps to overflow into non-reservable or other reservable sites. Public lawn areas or play structures may be used by day camps; however, use needs to be coordinated with the Park Supervisor in order to facilitate use by other non-day camp park users.
- In many parks, no more than two (2) sites may be used due to high demand.
- The site reservation requirement may be waived for groups of 30 people or less if an appropriate, safe, and convenient drop-off and pick-up location is approved by the Park Supervisor at least 60 days before the first day of camp.
- Park District staff reserves the right to place camps in appropriate locations if not chosen by operator.

• **RESERVATIONS & FEES:** First priority for site reservations is given to day camps who submit their requests in writing by **the last Wednesday in September**. We review all requests and make our best effort to give each day camp as many of their first and second choices as possible. You will be notified of your site assignment within two weeks of the submission deadline.

- In order to be eligible for the day camp rates, you must meet ALL of the following criteria:
 1. Complete and sign a day camp permit. Purchase online at www.ebparksonline.org. Pay the \$50 non-refundable day camp permit fee.
 2. Reserve and pay 20% of your reservation (or \$250 minimum) within 14 days of receiving your site reservation contracts.

2016 Summer Day Camp Permittee Guidelines

3. Submit completed application with event plan and schedule a meeting with the Park Supervisor.
4. Pay total fees by April 30, 2016.

Day camp reservations not paid by the due date are subject to cancellation and you will forfeit your eligibility for the day camp rates. The day camp rates are roughly half the price of our regular rates, so you are strongly encouraged to pay on-time.

- **APPLICATION:** A completed application is required. A signed application by the applicant must be submitted to the Park Supervisor 60 days prior to the first camp date. An event plan needs to be discussed with the Park(s) Supervisor. A pre-camp meeting with the Park Supervisor is required.

One person must be responsible for the entire application process. For example, the person who signs the application must be the same person who signs the contract. This person is required to be at the camp. They will be considered the camp coordinator.

- **SECURITY DEPOSIT AMOUNT:** A \$100 security deposit/week is required for day camps site reservations with a maximum security deposit of \$500 for the entire summer. The total amount of this deposit will be added to your last reservation of the summer. All or part of your security deposit may be retained for violation of any park rules or of the terms of this contract. All reservations may be revoked at the District's discretion without a refund of any kind.
- **SECURITY DEPOSIT PENALTIES:** If your group or area requires additional cleaning or attention by park staff, you will be charged for staff time. For example, picnic tables must be protected when conducting arts and crafts projects. Please cover tables with large butcher paper or plastic before beginning the project. If there are no problems, your refund will be processed within 7 days of the last day of your camp. You are encouraged to pay your security deposit by credit card. Credit card refunds are issued immediately, while check refunds take 4-6 weeks to be issued.
- **ELECTRICITY:** Electricity to picnic sites is not available except at Kennedy Grove and Quarry Lakes, for a nominal fee. Please do not request District Personnel to provide you with electrical hookup anywhere else - your request will be denied.
- **PARKING PASSES:** For parks where parking is charged, you will receive one parking pass per ten children enrolled in your camp. You must request parking passes in writing (email preferred – reservations@ebparks.org) no less than 30 days before your first day of camp. Parking passes are valid for staff use on the dates that your camp is in session. Passes must be mailed or picked-up in person at District Headquarters; please plan accordingly.

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- **PICK-UP AND DROP-OFF:** Camper pick-up and drop-off locations must be coordinated with and approved by Park Supervisor at least 60 days prior to the first day of camp.

- **COMPLIANCE:**
Permittee must comply with all applicable laws and regulations pertaining to organized camps and/or child care providers as described in the California Health and Safety Code, California Code of Regulations, Department of Social Services Community Care licensing division rules, and/or other state and federal codes.

- **PRE-CAMP MEETING/COMMUNICATION:** A pre-camp meeting with the Park Supervisor is required for any of the following reasons:
 - First-time day camp permittees
 - Camps of duration of four weeks or longer
 - Camps that had issues or retained security deposits in a previous year
 - At the request of the Park Supervisor
 - Even if you don't meet the above-criteria, we encourage all camps to make contact with the Park Supervisor in-person or by phone prior to camp starting. Open communication is one of the keys to a safe and successful summer!

- **CONDUCT:**
 - All participants will be held to the highest of standards while visiting the parks. We ask that you treat other participants, park users and District staff with the utmost respect, courtesy and consideration.
 - Day Camp staff may not allow children to damage District property, flora or fauna. This includes tearing bark off trees, hanging from tree limbs and/or collecting sticks, rocks, etc.
 - While visiting a park, practice the "Leave No Trace" philosophy. If you bring it in, take it out.
 - Conservation of water must be observed. Allowing children to play in water fountains or bathrooms is prohibited.
 - Avoid wildlife. Although some wildlife pose a potential threat, most will avoid humans at all cost. Unless directly threatened by an animal, leave it alone.
 - While in the East Bay Regional Park District, we expect all participants to obey Ordinance 38. It is illegal to collect plants, animals, or rock/mineral specimens.
 - Camp participants must stay on park trails and developed areas. Avoid activities that encourage repetitive entry into sensitive areas around the base of trees or through the brush. Using or creating bootleg trails is forbidden.
 - All park rules apply.

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- **SAFETY:**
 - Children must be supervised with age-appropriate adult/child ratios at all times.
 - All participants will follow the rules and guidelines of their organization for day camp operations and safety.
 - Day Camps must have an emergency response plan and communicate it to their staff.
 - Firearms of any kind are strictly prohibited.
 - Illegal possession or use of alcohol, drugs or controlled substances is prohibited

- **INSURANCE:** Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence. The following two items are **required** and must be included in the Certificate of Insurance to demonstrate appropriate insurance coverage:
 - a. *List as Certificate Holder:*
East Bay Regional Park District,
Attn: Reservations Supervisor
P.O. Box 5381
Oakland, CA 94605-0381

 - b. *Additional Insured Endorsement which contains the following language:*
“The East Bay Regional Park District, its officers employees, and agents are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates or date range). This insurance shall be the primary coverage for this event.”

Quarry Lakes Insurance: Events at Quarry Lakes Regional Park must also name “Alameda County Water District” as additional insured. Certificate holder address is: ACWD 43885 South Grimmer Boulevard, Fremont, California, 94538. Email a copy to water.supply@acwd.com in addition to sending it to us.

Hayward Regional Shoreline Insurance: Events at Hayward Regional Shoreline must also name “Hayward Area Recreation and Park District” as additional insured. Certificate holder address is: 1099 “E” Street, Hayward, California, 94541.

For questions about this permit or to receive an application form, contact the East Bay Regional Park District,

Reservations Supervisor
Phone: (510) 544-2540
Email: reservations@ebparks.org