



**SAN FRANCISCO MARITIME  
NATIONAL PARK ASSOCIATION**

# Summer Camp Manual 2023

## **Welcome to SFMNP Marine Summer Camp Manual!**

We are very excited to introduce or welcome you back to the joy of maritime history and adventure this season! The goal of this manual is to provide a comprehensive resource for parents/guardians and students participating in our Summer Camp. It is designed to help you understand our program, what to expect, what to bring, and expectations. On behalf of the staff, instructors, and Board of Directors, we welcome you to San Francisco Maritime and we look forward to meeting you!

*--Laura DeFelice, Education Director*

## MISSION OF SFMNPA

For over 70 years, San Francisco Maritime National Park Association has worked to bring maritime history to life for visitors to the San Francisco Bay Area. SFMNPA is the non-profit partner of the San Francisco Maritime National Historical Park. Our Mission; Bringing our maritime heritage to life through education, preservation, and philanthropy.

## CAMP GOALS

At SFMNPA we provide a safe, fun environment steeped in maritime history. Our campers will learn safe boating practices, teamwork, and communication. They will develop or further a love for the marine environment and their maritime heritage. At the end of the one- week camp, youth will be awarded based on their achievements, character development, improvements, and advancements. Our educators are always available to discuss how your child is doing and what we are learning each day.

## OUR STAFF

Our staff take pride in providing excellent instruction and guidance to every child in our programs. They obtain camp specific training and are first aide CPR certified. Our Education Director and Camp Lead are certified Lifeguards. We are dedicated to serving our mission and your child.

## CAMP SCHEDULE & LOCATION

Summer Camps are held Monday – Friday 9:00am – 3:00pm. We offer Extended Care from 8am -6pm for an additional fee. Check-in at the Maritime Heritage Learning Center (MHLC) located at the foot of Van Ness Ave, 3500 Van Ness Ave, San Francisco, CA 94109.

## WEEKLY SCHEDULE 9AM – 3PM

**THURSDAY PICK UP TIME IS 4:00 PM**- We will depart Pier 39 at 3:30 PM and walk back to the MHLC by 4:00pm. See Schedule below for details.

- **Mondays**- Visit the historic ships of Hyde Street Pier and row together in our longboat the Cutter J.
- **Tuesdays**- Introduction to small boat rowing then walk to the Aquarium of the Bay at Pier 39.
- **Wednesdays** –Introduction to the science of sailing and submarines; sail in our Pelicans and visit the WWII Submarine, USS Pampanito at Pier 45.
- **Thursdays** – Big boat sailing around the Bay and under the Golden Gate Bridge with *Adventure Cat Sailing Charters*, depart J Dock **Pier 39 at 2pm**. BOAT returns to the dock at 3:30pm and we will walk back to MHLC for pick up by 4:00pm. While under sail campers will learn how to triangulate our position using a chart and compass and lookout for marine life in the Bay.

If you would like to sail with us, you can purchase a ticket separately from their website: <https://www.adventurecat.com/bay-cruise-san-francisco-sailing/>

- **Fridays**- In the morning campers will choose to either row or sail and then spend the afternoon visiting the Maritime Museum Building and hang at the beach.

## **EXTENDED CARE**

We strongly encourage Parents/Guardians to take advantage of our Extended Care option in the case that you need to drop camper/s off early or pick-up a little later.

- Extended care is offered from 8:00AM – 9:00AM before the start of camp, and 3:00PM – 6:00PM after camp is over.
- Late fees may apply if picking up later than 6:00PM. Plan to arrive by 5:45 at the latest.
- During extended care campers participate in various arts and crafts or can take some downtime reading or playing games.
- Sign up for Extended Care through Activity Hero prior to the day at camp.

## **SCHOLARSHIPS**

The SFMNPA is committed to offering scholarships on a limited basis. All scholarship applications are handled through our Activity Hero registration system. If you need assistance with the site, please don't hesitate to call.

## **FAMILY PROGRAMS**

There are opportunities for families to participate in various activities here at the park including chantey sings, weekend rowing programs and community boat building, see our website for more information.

## **BOATING & WATER SAFETY**

While having fun is a top priority, safety is our primary goal. During each activity we will teach water safety techniques to ensure safe boating practices. Students are required to follow all safety rules including but not limited to; personal safety of protecting from the sun and the elements, life jackets protocols\*, proper usage and stowage of equipment, behavior expectations and policies. If conditions are deemed un-safe for boating, students will engage in fun, educational activities on or near the beach or classroom. Activities may include games from the beach, arts and crafts, or STEM activities.

\*Lifejackets are required and provided. **They must be worn and always zipped** while on the docks, 10ft from the water, on boats, and at the beach. Lifejackets are not required while sailing with Adventure Cat Sailing Charters, the boat is 65 ft in length and has a 4 ft high rail on all sides, lifejackets are used only in emergency on this vessel.

We do not require participants to be able to swim however, all campers must demonstrate a comfortability around the water and agree to wear a lifejacket while on docks, at the beach, and on small boats. We work with campers regardless of swimming ability, and all on the water activities are closely monitored from our safety boat.

## SIGN IN/OUT PROCEDURES

All campers are required to be signed in and out each day by a listed parent/guardian. Staff will sign campers in at the entrance to MHLC upon arrival. Campers may be signed in no earlier than 8:50am and signed out no later than 3:30. In the morning staff need time to prepare lesson plans and safety equipment. They are unable to safely supervise early campers. Any campers remaining after 3:30pm will be registered into our Extended Care program and fees may apply.

Contact us if you experience delays in picking up your child.

## EARLY PICK-UP PROCEDURES

If you need to pick up early, please let the staff know in the morning to ensure that they will be off the water or back to the site and ready for you. If we are at one of our various offsite locations, we will coordinate with you for the best pick up location on that day.

## AUTHORIZATION TO PICK UP

You may designate who may pick up your child/s or if your child may walk home on the questionnaire at check-in. If you wish to make changes to this information once camp has started, check in with the Education Director for a permission form and complete it for each child.

## WHAT TO BRING

*IMPORTANT: Write your name on all your gear!*

1. Refillable Water Bottle (we don't give out cups) AND a nutritious lunch.
2. Non-cotton moisture-wicking clothing, wear long layers.
3. Closed toed tennis, water, or sailing shoes (*soft-soled and able to get wet*)

### **NO SANDALS OR FLIP FLOPS**

4. Hat and Sunglasses with leash (SPF 30+ hats are recommended)
5. Preferred sunscreen, zinc is recommended.
6. A complete change of clothes including a towel, socks, shoes, & underwear

## What NOT to BRING

Please leave all electronics, toys, jewelry, and expensive clothing at home. **Electronic devices are not permitted at camp.** If campers need to have a cell phone to contact you with, please advise them that it is only to be used for that reason and must be kept on silent in their backpacks while at camp. ***We are not responsible for any lost, stolen, or damaged property.***

## LUNCHES

Please provide your child with a healthy, nutritious lunch every day. If this is ever an issue, please let our staff know. During camp we expend a lot of energy so make sure your child has enough food to get them through the day. Provide a re-fillable water bottle, it is important for your child to stay hydrated being on the water most of the day. We will encourage them to drink water, not juice or sport drinks, before, during, and after camp.

## TESTIMONIALS & QUOTES

As we are a small non-profit it is very important to collect testimonials and quotes from as many students as we can. These are collected with the intention of supporting our annual reports, marketing, and fundraising. We will ask students to complete an end of program survey to track how we are serving our campers and give them an option to share. If you ever hear a great story about their day or they say something hilarious, please forward to us by email.

## MEDICATIONS

We can remind campers, but not administer any medication so please make sure your child is well prepared each day, has what they need and knows how to take it. When registering, indicate all medical information so our staff is well informed in case of emergency. Medications which must be always available (such as an epi pen) should be brought in a waterproof container and a pouch that can go with the camper on the water. Zip lock bags work well for water proofing. If your child usually takes medication and you are planning on taking them off it for camp, please let us know. In the past this has resulted in behavior that was not compatible with program safety for some campers. If your child has a serious or life-threatening condition, please file an Action plan with our office.

## SUPPORTING YOUR CHILD

Please share any major life changes or other information about your child that will better enable us to support them while at camp. When we are aware of learning differences or behavioral diagnoses it assists us in supporting your child in a successful week of camp. Check in with the instructor the first day for any special concerns or updates or call the Education Director at 415-740-2699 if you wish to discuss details prior to the start of camp.

## INJURY / ACCIDENT

Our staff are all trained and certified in CPR and First Aid and Concussion protocols. If an incident occurs, staff will provide immediate treatment to their level of certification or contact Emergency Medical Services for advance treatment. Staff carry radios for rapid communication while on the water. You will be contacted as soon as possible. Please ensure that your emergency contact information is correct and up to date. If your child has a fever, is vomiting, or is not feeling well enough for vigorous physical activity, please keep them home for adequate rest and recovery.

## LOST & FOUND

**Please write your child's name on all your gear.** At the end of the day all items found will be brought to the check-out area. Campers are encouraged to check the lost and found at the end of their program. Any item left with a name and phone number will be returned at the end of summer. All unclaimed items will be donated by end of year.

## SAFETY RULES & EXPECTATIONS

The following are general safety rules that are to be followed by everyone including Staff. These rules are posted and discussed on the first day of class. Appropriate behavior is always expected. Please review these with your camper prior to the start of your program.

### It is important that both you and your child review these rules and guidelines.

- No students on docks without supervision and a life jacket
- Life jackets must be worn and always secured while on docks, pier, boats, and at the beach. Exception to this while big boat sailing on adventure cat.
- Closed toed footwear to be always worn around the facility, beach, and on boats.
- No running on docks or around the facility
- No swimming from or jumping off boats or docks.
- Respect one another– no hitting, pushing, or roughhousing.
- Use respectful language – no swearing, foul, or rude language, or name calling.
- Always stay with the class and follow rules for walking between field trip locations.
- All boats must stay within hailing distance of the safety boat.
- HAVE FUN!!!

## DISCIPLINE POLICY

The rules and discipline policy apply to all children and staff involved in our summer camp program. Violations include, but are not limited to, breaking program rules, inappropriate language, destruction of property, physical/verbal abuse of another student or staff, and bullying.

The discipline policy maintains that each camper will have three chances to correct any violations. Staff will report any incidents directly to the Education Director.

### Policy:

1. **First Incident:** Student will be reminded of the rules and helped by a staff member to correct the behavior.
2. **Second Incident:** Student will be warned, and parent/guardian will be informed and asked to meet with the Director. A plan of improvement will be agreed upon by all parties.
3. **Third Incident:** The student will be asked to sit out for the rest of the day. Parent/guardian will be informed and asked to meet with Director or will be asked to pick up the child early if the incident warrants it.
4. **Continued:** Continued abuse of the rules will result in expulsion from the program. Parent/guardian and the Director will be informed. No fees will be refunded.

SFMNPA reserves the right to treat all infractions and violations on a case-by-case basis keeping all of participants' safety in mind. In the case intentional physical or verbal abuse, parents will be called immediately to pick up their child and a behavior contract will be implemented.

## **REFUND/TRANSFER POLICY**

**Refund/Transfer Policy:** We appreciate the opportunity to serve you and count on your registration both to fund and staff our programs. We understand that sometimes a cancellation is unavoidable. Please be considerate of our time and efforts prior to registering.

If you do need to cancel our policy is as follows:

Issue a full refund minus a 5% administrative fee on all cancellation notices received at least 60 days prior to the start of the program; 50% refund on all cancellation notices received between 30 and 60 days prior to the start of the program. No refunds will be issued on notices received less than 30 days prior to the start of the program.

**Wait Lists:** If a camp is full, you can add your child to the wait list. When a position comes open, we will call each person in turn and provide a deadline for response. Often openings come up at the last minute. If you are no longer interested in a camp, please call the office, and let us know. This will make it quicker for interested campers to be notified in the event of an opening.

For more information about camp procedures, or other programming please visit our website at [www.maritime.org](http://www.maritime.org), email our Education Director [ldfelice@maritime.org](mailto:ldfelice@maritime.org) call the Office at 415-561-6662.

***WE CAN'T WAIT TO SEE YOU ON THE WATERFRONT!  
SCAN THE QR CODE TO REGISTER  
OR SHARE IT WITH YOUR COMMUNITY TODAY!***



*Thank you.  
San Francisco Maritime  
National Park Association*

