



**SAN FRANCISCO MARITIME
NATIONAL PARK ASSOCIATION**

Maritime Camp Manual

Welcome to SFMNPA Camp Manual!

We are very excited to introduce or welcome you back to the joy of maritime history and adventure this season! This manual aims 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 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 San Francisco Bay Area visitors. 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 learn daily.

OUR STAFF

Our staff takes pride in providing excellent instruction and guidance to every child in our programs. They obtain camp-specific training and are first aid 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, 9:00 am – 3:00 pm. We offer Extended Care from 8 am to 5:45 pm for an additional fee. Check-in at the San Francisco Maritime National Park Visitor Center located at the foot of Hyde Street at Jefferson Streets; 499 Jefferson St, San Francisco, CA 94109

WEEKLY SCHEDULE 9 AM – 3 PM

- **Mondays**- Experience life as a sailor during the Age of Sail while rowing our longboat, the Cutter J.
- **Tuesdays**- Introduction to small boat rowing and introduction to the ecology of San Francisco Bay.
- **Wednesdays** –Introduction to small boat sailing and submarine science aboard the WWII Submarine, USS Pampanito at Pier 45.
- **Thursdays** – Introduction to small boat sailing with our Pelican Fleet inside Aquatic Park Cove!
 - Sail the Bay with Adventure Cat Sailing Charters at Pier 39; schedule subject to change.
- **Fridays**- Sailing Day! The week commences with a trash boat regatta and sandcastles at the Pocket Park inside the park entrance.

EXTENDED CARE

We strongly encourage Parents/Guardians to take advantage of our Extended Care option if 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 – 5:45PM after camp is over.
- Late fees may apply if picking up later than 5:45PM.
- During extended care, campers participate in various arts and crafts, assist the instructors with planning and clean up, and work on their maritime skills.
- Sign up for Extended Care through Activity Hero before 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. Please don't hesitate to call if you need assistance with the site.

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. We will teach water safety techniques during each activity to ensure safe boating practices. Students must follow all safety rules, including but not limited to personal safety of protection from the sun and the elements, life jacket protocols*, proper usage and stowage of equipment, behavior expectations, and policies. If conditions are deemed unsafe 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, boats, and beach. Lifejackets are not required while sailing with Adventure Cat Sailing Charters; the boat is 65 ft long and has a 4 ft high rail on all sides; lifejackets are used only in emergencies on this vessel.

We do not require participants to be able to swim. However, all campers must demonstrate 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 our safety boat closely monitors all on-the-water activities.

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 the Visitor Center upon arrival. Campers may be signed in by 8:50 am and signed out by 3:30. In the morning, staff need time to prepare lesson plans and safety equipment. They need help to supervise early campers safely. Any campers remaining after 3:30 pm 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 inform the staff in the morning to ensure 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 change 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 a leash (SPF 30+ hats are recommended)
5. Preferred sunscreen and zinc are 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 home. **Electronic devices are not permitted at camp.** If campers need a cell phone to contact you with, please advise them that it is only to be used for that reason and must be kept 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 refillable water bottle; it is essential for your child to stay hydrated being on the water most of the day. We will encourage them to drink water, not juice or sports drinks, before, during, and after camp.

TESTIMONIALS & QUOTES

As a small non-profit, it is very important to collect testimonials and quotes from as many students as possible. These are collected to support our annual reports, marketing, and fundraising. We will ask students to complete an end-of-program survey to track how we serve 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 it 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 an 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 waterproofing. 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 incompatible with program safety for some campers. If your child has a severe or life-threatening condition, please file an Action plan with our office.

SUPPORTING YOUR CHILD

Please share any significant 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 during a successful week of camp. Check in with the instructor on the first day for any particular concerns or updates, or call the Education Director at 415-561-6662 if you wish to discuss details before the start of camp.

INJURY / ACCIDENT

Our staff are trained and certified in CPR, 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. 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 the end of the year.

SAFETY RULES & EXPECTATIONS

Everyone, including Staff, must follow The following general safety rules. These rules are posted and discussed on the first day of class. Appropriate behavior is always expected. Please review these with your camper before 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 the beach. Exception to this while big boat sailing on adventure cat.
- Closed-toed footwear is to be always worn around the facility, on the 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 the 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 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 has three chances to correct violations. Staff will report any incidents directly to the Education Director.

Policy:

1. **First Incident:** The camper will be reminded of the rules and helped by a staff member to correct the behavior.
2. **Second Incident:** The camper will be warned, and the parent/guardian will be informed and asked to meet with the Director. All parties will agree upon a plan of improvement.
3. **Third Incident:** The student will be asked to sit out for the rest of the day. The parent/guardian will be informed and asked to meet with the 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. The 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 of 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 before 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 before the start of the program; 50% refund on all cancellation notices received between 30 and 60 days before the start of the program. No refunds will be issued on notices received less than 30 days before the start of the program.

Wait Lists: If a camp is full, you can add your child to the waitlist. 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, email our Education Director at 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*

