



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

CAMP PHONE NUMBER

(415) 561-6662 Ext 5

MISSION OF SFMNPA

For 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 – 3:30 pm. We offer Extended Care for an additional fee from 8 am to 5:30 pm. Drop off and pick up your campers at the Maritime Heritage Learning Center.

[3500 Van Ness Ave, San Francisco, CA 94109](#)

WEEKLY SCHEDULE 9 AM – 3:30 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 sailing in the morning, and in the afternoon, visit the world of submarine science aboard the USS Pampanito at Pier 45.
- **Thursdays** – Introduction to small boat sailing with our Pelican Fleet inside Aquatic Park Cove!
 - Sail the Bay and under the Golden Gate bridge aboard a 55ft or 65 ft Catamaran
With **[Adventure Cat Sailing Charters at Pier 39 J, Dock 2 pm -330pm.](#)**
 - **PICK UP AT SEA SCOUT BASE 3500 Van Ness Ave 4:00 pm**
- **Fridays**- Beach Day! Choose to sail or row in the morning followed by a beach party and swimming in the afternoon. We swim at the pocket park beach inside the gate at Hyde Street Pier.

EXTENDED CARE

We strongly encourage Parents/Guardians to take advantage of our Extended Care option if you need to drop campers off early or pick them up a little later.

- Extended care is offered from 8:00AM – 9:00AM before the start of camp, and 3:30 PM – 5:30 PM after camp is over.
- Late fees may apply if pickup is later than 5:40 PM.
- During extended care, campers participate in various arts and crafts activities, assist instructors with planning and cleanup, and develop their maritime skills.
- Sign up for Extended Care through Activity Hero before the day at camp or we can invoice you.

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 at the park, including chantey sings, weekend rowing programs, and community boatbuilding. 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 must follow all safety rules, including but not limited to personal safety, protection from the sun and elements, life jacket protocols*, helmet use while sailing, proper usage and stowage of equipment, behavioral expectations, and applicable policies. If conditions are deemed unsafe for boating, students will participate in fun and educational activities on or near the beach or in the classroom. Activities may include beach games, arts and crafts, or STEM activities.

*Lifejackets are required and provided. **They must be worn and zipped** while on the docks, 10ft from the water, on boats, and while swimming. Lifejackets are not required while sailing with Adventure Cat Sailing Charters. The boat is 65 ft long and features 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 comfort around the water and agree to wear a life jacket while on docks, at the beach, and on small boats. We work with campers of all swimming abilities, and our safety boat closely monitors all on-water activities.

HELMETS

Head injuries in the sport of sailing are on the rise, and the decision has been made to institute helmets into our camp's small boat sailing portion. This is to prevent significant head injuries and minor concussions caused by the wooden spars (boom) that cross the boat while maneuvering or rigging. As youth learn to sail, they are prone to bumps and bruises, but getting hit by the boom can not only cause a severe injury but can also quickly turn them off sailing. Our education director has piloted helmets in past programs and saw a significant decrease in tears and head injuries. Most youth sailing programs nationwide have incorporated helmets and daily equipment into their programs.

SFMNPA will provide helmets for all sailors to use during their course. We will ensure helmets remain sanitary by cleaning them at the end of the day. As we shuffle sailors in and out of the boats throughout the day, they will share helmets throughout the week. Helmets will be sanitized at the end of each day. **We trust that if your child contracts lice, you will catch it before sending them to camp and notify us immediately.** You are welcome to have them bring their own helmet; only specific helmets will be allowed, as they have been tested to work the best; see links below.

Click links to view the helmets used in our program. If you have any questions regarding helmet usage, please don't hesitate to ask. [ZHIK](#) [NRS](#). [BERN](#)

SIGN IN/OUT PROCEDURES

All campers are required to be signed in and out each day by a listed parent/guardian; We reserve the right to ask for proper Identification. Staff will sign campers in upon arrival. Campers may be signed in by 8:50 am and signed out by 3:30 pm. In the morning, staff need time to prepare lesson plans and ensure the safety equipment is in place. They are unable to supervise early arrivals unless they are registered in Extended Care. Any campers remaining after 3:30 pm will be registered into our Extended Care program, and invoices will be sent at the end of the week.

Please contact us if you experience any delays in picking up your child. 415- 561- 6662 ext 5

EARLY PICK-UP PROCEDURES

If you need to pick up early, please inform the staff in the morning to ensure they are off the water or back at the site and ready for you. If we are at one of our various off-site 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 or children on the questionnaire at check-in. If you wish to change this information once camp has started, please check in with the Camp Director to obtain a permission form and complete one for each child.

SELF SIGN-OUT

Please indicate upon registration that you allow your child to take public transit home and what your policy is

regarding notification when they have departed camp. We will not allow a child to leave without advance notification from a parent/guardian.

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 is recommended for wear in 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
7. Afternoon Snack! We burn a lot of energy...

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 use a cell phone to contact you, please advise them that it is only for this purpose 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 ever becomes an issue, please notify our staff. During camp, we expend a lot of energy, so make sure your child has enough food to get them through the day. Please provide a refillable water bottle; your child needs to stay hydrated, as we spend most of the day on the water. We will encourage them to drink water, not juice or sports drinks, before, during, and after camp.

CAMP PHOTOS

Our Camp Director takes photos throughout the week, which are uploaded to our Google Drive. The link is shared through email to families on Thursdays or Fridays. Please notify us at registration if you do not wish for your child to be photographed.

TESTIMONIALS & QUOTES

As a small nonprofit, collecting testimonials and quotes from as many students as possible is crucial. These are collected to support our annual reports, marketing efforts, and fundraising activities. We will ask students to complete an end-of-program survey to track how we serve our campers and provide them with an opportunity to share their feedback. If you ever hear a great story about their day or they say something hilarious, please forward it to us by email.

You can also leave us a review on Activity Hero!

MEDICATIONS

We can remind campers but not administer any medication. Please ensure your child is well-prepared each day, has all necessary items, and knows how to take them. When registering, please provide all relevant medical information so our staff is well-informed in the event of an emergency. Medications that must always be available (such as an EpiPen) should be stored in a waterproof container and a pouch that can accompany 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 Education Director.

SUPPORTING YOUR CHILD

Please share any significant life changes or other information about your child that will help us better support them while at camp. When we are aware of learning differences or behavioral diagnoses, it allows us to support your child during a successful week of camp. Check in with the instructor on the first day for any concerns or updates or call the Education Director at 415-561-6662 Ext. 5 ; 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 advanced 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.

In the event of a minor Ouch! Our staff will send home an Ouch Report and/or speak with you upon pick-up.

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 these 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 the docks without supervision and a life jacket
- Life jackets must be worn and always secured while on docks, pier, boats, and the beach. The exception to this is while a big boat is sailing on an Adventure Cat.
- Closed-toed footwear is to be worn around the facility, on the beach, and on boats.
- No running on the 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/education, email the Education Director at ldfelice@maritime.org, or call 415-561-6662 Ext 5.

***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***

