2026 Campbell Day Camp Welcome Letter for Camper Cubs, Bull Frogs, Grasshoppers, Sea Turtles, Sunshine Kids & Teens

Hello Parents and Caregivers,

We are thrilled to welcome your camper to Campbell Day Camp at John D. Morgan Park! Please review the important information below to help ensure a safe, smooth, and fun-filled week.

CAMP CALENDAR

Your child will receive a camp calendar on their first day of camp before pick-up. Please review it for details on weekly activities.

Camper Cubs (CC), Bull Frogs (BF) and Grasshoppers (GH) will have a weekly special event on Wednesdays.

Field trips and Rec Swim apply to campers in Sea Turtles (ST), Sunshine Kids (SK), Adventure Camp (AC), and Teen (M–F) Camp. Teens enrolled in the 3-day option participate in field trips only and do not participate in Rec Swim.

GENERAL INFORMATION

Days: Monday–Friday

Time: 10:00 AM–3:00 PM

Location: John D. Morgan Park (Rincon Side)

540 W. Rincon Ave., Campbell

Teens Tu–Th Camp: Campers enrolled in "Day Camp: Teens Tu–Th" attend Tuesdays through Thursdays only.

Drop-Off Begins: 9:45 AM

Pick-Up By: 3:15 PM

- Parents/guardians must remain with their child until they have checked in with staff.
- Early drop-off is not available unless registered for Before Care.
- Late pick-ups may result in additional fees.

DAY CAMP CHECKLIST

What to Bring Daily

- Lunch and snacks (please avoid foods containing nuts)
- Reusable labeled water bottle
- Sunscreen (applied before camp) and labeled sunscreen for reapplication (campers must self-apply)
- Labeled belongings
- Swimsuit and towel on Rec Swim days (Sea Turtles, Sunshine Kids, Adventure Camp, and Teens M–F only)
- Extra clothes for younger campers (recommended in case of an accident)

What to Wear Daily

- Camp shirt (provided on the first day for applicable campers; campers are expected to wear it daily. Campers attending multiple weeks receive one shirt per week, up to a maximum of five shirts total. Teen campers do not receive camp shirts.)

- Closed-toe shoes and comfortable clothing

Please ensure your emergency contact information is up to date in your account. It is important that all parents/guardians have a working voicemail set up.

Authorized Pick-Up : If someone other than a parent or guardian will be picking up your child, please provide written authorization. You may send a note with your child or text the Day Camp phone with your child's full name, camp group, and the authorized individual's full name.

DROP-OFF & PICK-UP PROCEDURES

Parents may either park and walk their child to/from their camp group or remain in their vehicle and use curbside drop-off and pick-up.

Drop-Off (9:45–10:15 AM)

- Use the circular drop-off loop in the Rincon Avenue parking lot
- Staff will assist curbside if you remain in your vehicle
- If walking your child in, ensure they are checked in with staff before leaving
- Children should not be dropped off until staff are present

Pick-Up (2:45–3:15 PM)

- Remain in your vehicle unless assisting with a car seat
- Display your dashboard sign for staff identification
- On Rec Swim days, pick-up is at the Campbell Community Center Pool (1 W. Campbell Ave.)

Late Arrivals, Early Pick-Up, and Changes

- Please send a written note to your child's leader whenever possible.
- Or text the Day Camp phone at 408-502-1049 and include: Child's full name, Camp group and Details of the change

Teen Campers in Day Camp

Teens may check themselves in and out without a parent or guardian present if a signed Self Check-In/Check-Out Authorization Form is on file. The form is available at www.campbellca.gov/daycamp and may be emailed to daycamp@campbellca.gov or turned in to their camp leader.

IMPORTANT CONTACTS

If we miss your call or text, please leave a voicemail or message including your child's full name and camp group. Messages received after camp hours will be reviewed the next business day.

- Day Camp Phone (call, text, or voicemail): 408-502-1049
- Day Camp Email: daycamp@campbellca.gov

Please include your child's full name and camp group in all correspondence.

Please note: Phone numbers listed below do not receive text messages.

- Recreation Office: 408-866-2104 (Dial 0)
- Alex "Logic" McCreery, Recreation Specialist* alexm@campbellca.gov

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- Jaye “Megatron” Phillips, Recreation Coordinator 408-866-2778 | jayep@campbellca.gov
- Lauren “Meatball” Council, Recreation Supervisor 408-866-2740 | laurenc@campbellca.gov

Alex (“Logic”) will be onsite at John D. Morgan Park throughout the summer and will have limited access to email. For all camp-related questions, please contact the Day Camp team at daycamp@campbellca.gov, which is monitored by our full-time staff during regular business hours.

On-Site Specialists at John D. Morgan Park: Logic, Lilo, Pippin, and Prime

PARENT CONTACT REQUIREMENTS

Please ensure your CivicRec account includes at least two working phone numbers with voicemail enabled. Staff may need to contact you regarding emergencies or important camp matters.

When texting the Day Camp phone, always include:

- Child’s full name
- Camp group
- Clear message

Example: John Smith, Sea Turtles – Will be picked up at 12:00 PM on Wednesday, June 17, for a dentist appointment with Aunt Silvia.

BEHAVIOR EXPECTATIONS

Campers are expected to:

- Be respectful to others and staff
- Use appropriate language
- Stay with their assigned group
- Follow all safety instructions
- Failure to meet expectations may result in dismissal from camp.

FOOD & WATER

All campers must bring a lunch, snacks, and a reusable water bottle. Food sharing is not permitted due to allergies and dietary restrictions. We ask that parents avoid sending their child with foods that contain peanuts and tree nuts.

MEDICATION & ALLERGIES

- If your child requires medication, including EpiPens:
- Complete the Medication Form
- Bring medication in a labeled zip-top bag
- Provide both to staff on the first day of camp
- Medication will be stored securely and returned at the end of the week unless otherwise arranged.

SPECIAL NEEDS / SUPPORT NEEDS

If your child has a disability, medical condition, or behavioral support needs:

- Complete the Participant Intake Form

- Submit by 1:00 PM on the Friday before camp
- Upload via CivicRec or email to daycamp@campbellca.gov
- If needs are not formally diagnosed but important for staff to know, please contact us to request the form.
- If additional support beyond our standard 1:7 staff-to-camper ratio is required, we will contact you to discuss options. Please note that 1:1 support is not available.

SPECIAL PROGRAM DAYS

Special Visitors & Events (CC, BF, GH)

- Held on Wednesdays.
- See weekly schedule for details.

Field Trips (ST, SK, AC, Teens)

- Dates and locations vary by week
- Campers are responsible for personal belongings and spending money
- Please send a packed lunch and water bottle

Rec Swim (ST, SK, AC, Teens M–F)

- Held at Campbell Community Center Pool (1 W. Campbell Ave.)
- Campers walk with staff from the park to the pool
- Proper swim attire required (no denim or cotton)
- Non-swimmers may participate in shaded activities during rec swim
- Deep end requires swim test (no life jackets allowed in deep end)
- Pool depth ranges from 3.5 to 9 feet
- Life jackets provided if required per registration (shallow water only)
- Pick-up is at the Community Center pool
- CC, BF, GH, and Teens Tu–Th do not participate
- See weekly schedule for dates

MISCELLANEOUS

- Keep all belongings in a labeled backpack
- Leave valuables and toys at home (Camp is not responsible for lost items)
- Refund/transfer requests must be submitted at least five business days in advance
- Before Care and After Care require separate registration

Before & After Care Note: Only available for campers enrolled at John D. Morgan Park. Not available for specialty camps. For more information, visit www.campbellca.gov/camps.

Campbell Recreation Registration Website: www.campbellca.gov/register

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Summer Camps: www.campbellca.gov/camps

Free Parks & Recreation Month events: www.campbellca.gov/july

We look forward to a great summer at camp!

– Campbell Day Camp Team