



## **ORIENTATION GUIDELINES**

**Please review these camp logistics with all counselors, staff, and visitors who will be present during your stay at Camp Arroyo. A signature indicating the Visiting Group Camp Director has read these guidelines and will abide by and relay this information is required.**

Our philosophy with all things camp is ***Leave No Trace***. Please embrace this philosophy throughout your stay at camp and, literally, ***Leave No Trace*** of your time here. Stack chairs and tables in the Dining Hall, remove all trash and personal items from the Cabins, and clean up garbage and chalk around Camp. Help us to preserve this magical camp. Enjoy your stay!

### **WHO IS WHO**

**The Taylor Family Foundation (TTFF)** will be gifting funds to you for your camp experience. TTFF accepts requests for funds to cover camp related expenses, including transportation, training, and program-related costs. All grant proposals **MUST BE RECEIVED BY THE GIVEN DEADLINES** based on your camp dates. To learn more about grant requests, visit the *Grant Requests* link posted on the Camp Directors homepage.

- TTFF will continue to raise the necessary funds to provide Camp Arroyo to your group at no cost

**United Camps, Conferences & Retreats (UCCR)** is the camp operator contracted by EBRPD. UCCR hires and manages the kitchen staff, facility cleaners and UCCR coordinators. The UCCR coordinators will be your point of contact throughout your stay at Camp Arroyo and will work with you in addressing needs, important issues, and emergencies. They will be responsible to do the following:

- Upon arrival, greet you and provide orientation to your key staff
- Give all-camp orientation, including health & safety procedures and perform a fire drill during the first 24 hours of your visit
- Check in with you daily at morning breakfast meeting, throughout the day, and before going off shift (if applicable)
- Notify EBRPD of maintenance issues
- Respond to your needs during the day via radio
- Light and Extinguish fires
- Bring cambro(s) of water to program areas
- Refill toilet paper, soap, etc. in buildings as needed
- Check in with kitchen liaison and help them understand their role
- Check in with sports/equipment liaison, show them the location of supplies and equipment and help them understand their role

See *UCCR Summer Coordinator Responsibilities* under Important Documents on the Camp Directors Portal for full job description

**East Bay Regional Park District (EBRPD)** is TTFF's partner. They own and maintain camp arroyo. This is important to know as they are the ones who will fix maintenance issues such as faulty toilets, broken air conditioning, or missing window screens. And also important because they are the landowner; we must adhere to their standards and expectations.

**Visiting Group (YOU)** – As a Visiting Group, you are responsible to

- Coordinate, control, and supervise ALL camp affairs
- Develop a plan for the health and safety of ALL participants at camp
- Coordinate with the UCCR prior to your arrival regarding facility use and needs
- Coordinate with our partners to provide music at camp, horse therapy, dog therapy, and the ropes course
- Coordinate with outside vendors and collect and turn in all necessary paperwork to UCCR
- Provide first aid and all medical staff at camp
- Provide all first aid supplies even band aids and ice packs
- Clean up bio fluids
- Put up POP-UP Tents
- Remove and dispose of all items brought to camp (ie. art supplies, breakdown cardboard boxes)
- Follow facility rules
- Do not charge a fee for admittance to camp.
- Assign a Kitchen Liaison to run meal time at camp
- Assign an Equipment Liaison to manage borrowed equipment at camp
- Call 911 in the event of an emergency

### **TTFF'S CAMP DIRECTORS PORTAL**

All paperwork and camp information can be found on The Taylor Family Foundation's (TTFF) Camp Directors Portal. To access the Camp Directors Portal, please visit <https://ttff.org/members-only>.

Password: CampRocks!

It's case sensitive.

### **WHAT DO YOU NEED IN PLACE BEFORE YOU COME TO CAMP**

#### **Insurance:**

User shall provide certificates of current workers' compensation insurance, general liability, and automobile (owned and non-owned) liability insurance with limits of \$2,000,000.00 that are updated annually and provide notice of cancellation to UCCR at least thirty (30) days prior to said cancellation. The certificate of liability insurance shall be endorsed to state that any aggregate limit on the policy shall apply exclusively to the use of the Facility held under this Agreement; shall name UCCR, The Taylor Family Foundation, and the East Bay Regional Parks District, their respective officers, agents, and employees as additional insured's; and shall be the primary coverage for the use of the Facility by User on its general liability policy with annual verification and notice of cancellation. A copy of the certificates and additional insured endorsements must be provided to UCCR at least ninety (90) days in advance of User's use of the Facility

**Required Paperwork:** UCCR will charge \$50 a day for any late paperwork

***All Paperwork can be found on the Camp Directors Portal***

Completed Paperwork is due at the beginning of the year, three months, one month, and two weeks before your camp arrival date and two weeks after your camp departure date. Please get paperwork in on time.

### **Grant paperwork (turned into TTFF)**

*Due September 1st for camps in January-March of the following year and January 1<sup>st</sup> for camps in April-December of the year:*

- Campership Grant Application

### **Camp Information**

*Due one week after receipt of Campership Approval letter:*

- Camp Arroyo Group Contact Form (**sent into UCCR & TTFF**)
- Marketing Agreement (**sent into TTFF**)

### **Contracts (turned into UCCR)**

*Due by date specified on (UA) contract:*

- Use Agreement (UA) Contract
- Use of Facilities Contract
- Orientation Guidelines
- 50% deposit of your Guaranteed Minimum Fee (GMF)

### **Insurance (turned into UCCR)**

*Due three months before your camp:*

- Certificate of Liability that meets camp Requirements

### **Visiting Group Logistics (turned into UCCR)**

*Due four weeks before your camp:*

- Overnight and Meal Headcount Forms
- Special Dietary Needs Form
- Food Sensitivities Form
- Program Request Form
- Visiting Vendor Request Form
- Menu
- **DRAFT copy of your group's activity schedule**

### **Final Numbers (Please e-mail UCCR)**

*Due two weeks before your camp:*

- FINAL Headcounts (*meal and overnight*)
- Any changes to schedule
- Any changes to allergy information

### **Group Check in (turned into UCCR)**

*Due the first day of your camp:*

- Heads on Beds Form
- Release of Liability Forms

### **Exit paperwork (turned into UCCR)**

*Due before Group Director leaves camp:*

- All About Me Forms
- Numbers Worksheet

## **Post Camp Follow Up (turned into TTFF)**

*Due two weeks after camp: (turned into TTFF)*

- Campership Utilization Report Form
- Group Evaluation Form
- Camp photos via USB, Email zip file, Dropbox, Shutterfly

### **Release Forms:**

- TTFF/UCCR require **ALL** people physically present onsite to complete a *Release of Liability* form. This includes overnight campers, families and staff as well as your visiting vendors, volunteers and guests.
- Please confirm liability release forms are filled out completely, **SIGNED, AND ALL BOXES ARE CHECKED.** It is your responsibility to manage who does not have permission to participate at the ropes course or to go without a lifejacket at the pool.
- Overnight stays will not be permitted without a signed release.
- All liability release forms must be in your possession your first day at camp and turned into a UCCR staff member. Please organize the forms alphabetically.

### *Who Signs Which Release Form?*

*Family Release of Liability:* Primary caregiver signs the form and lists all members of the family who will be onsite. Please list infants and babies.

*Individual Release of Liability:* Camp directors, medical staff, counselors, and individual campers- anyone eating meals or staying overnight at camp.

*Volunteer Release of Liability:* Volunteers and Vendors- anyone who is only at camp for a few hours and not eating meals or staying overnight at camp.

### **Staff—Key Medical and Program Personnel Needed:**

Camp does not provide any supervision or medical staff. If you need help filling any of the below positions, please let TTFF know. We can assist you by connecting you to people in our network.

*Medical lead:* You are required to have medical staff onsite the entire duration of your camp session. Camp Arroyo requires you to have medical staff who can take care of your most medically fragile camper. For each Visiting Group this looks different. At a minimum, one registered nurse is required for your stay.

#### *Leadership team:*

Put together a team that can perform administrative duties and supervisory responsibility for staff and campers. Appoint a lead person to be the primary contact for UCCR. This is usually the camp director but doesn't have to be.

*Camp care team:* Appoint enough program staff to ensure everyone's safety. Program staff to camper ratios are up to your group. You must ensure that at least 50% of all attendees are children and that you have at minimum of 80 attendees.

*Kitchen liaison:* One person is needed to ensure mealtime runs smoothly. This person works with UCCR kitchen staff to communicate your group's ongoing food needs. See Kitchen Liaison Information under Important Documents on the Camp Directors Portal for full job description. Your liaison should receive this job description no later than two weeks prior to camp so that they have time to familiarize themselves with the role

and procedures.

*Equipment Liaison:* Composed of one or more persons in charge of camp equipment inventory. This includes ensuring the proper care of camp equipment, and the return of borrowed equipment to the correct places at the end of camp. Please see Sports/Equipment liaison Information under Important Documents on the Camp Directors Portal for full job description. Your liaison should receive this job description no later than two weeks prior to camp so that they have time to familiarize themselves with the role and procedures.

*Parking liaison:* At a minimum, two persons are needed to monitor parking during your group's camper arrival and departure times. One person should be stationed at the main gate to greet and direct cars in. And at least one person (two people is much better) should be stationed at the traffic circle to give instruction for cars to unload in the circle and return to the bottom lot to park. Any persons with disabled parking placards are able to park in the upper lot and at cabins. Any additional cars should be kept at a minimum in the upper lot as the lot needs to remain clear for emergency vehicles.

### **Background Checks**

For any staff, counselors, and volunteers over the age of 18 who will be working with children, a background check is required from a law enforcement agency. TTFF does not require that you submit these records to us; however, each group is responsible for ensuring a records clearance for all participants over 18 prior to arrival.

### **Emergency Plan**

#### **Think → Communicate → Mobilize**

UCCR's Site Director is responsible for Health and Safety at Camp Arroyo, and in coordination with East Bay Regional Parks District, has an Emergency Action Plan for Camp Arroyo that will direct UCCR staff emergency response. UCCR's Site Director will coordinate any emergency response with the attending group leader.

UCCR provides a Resource Guide for Safety and Emergency Procedures at Camp Arroyo in all major buildings (dining hall, infirmary and garden shed).

Camp can't stress enough that in an emergency your group's response is critical to ensuring safety.

#### *Things to think about:*

- If there is a fire at camp, what do you do?
- How do you rally your campers?
- What do you have in place that is going to get everyone to come together safely?
- Do you have a designated lead counselor in each cabin?
- Do you have someone designated to run to the infirmary or to the art yurt to alert them?
- Who is in place to radio the meadow, the ropes course, the hike?
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#### *Other Scenarios to think about:*

- Camper walks off property
- How to get all parents onboard with emergency plan for family camp
- Child Abuse... You are a mandatory reporter and if abuse is suspected you have 24 hours to report by telephone to the county that the child lives in and 48 hours for written communication.
- Active Shooter... See *Homeland Security Guidelines* under Important Documents on the Camp Directors Portal.

*Evacuation Location Points* In an event of an emergency, the sequence chain of Evacuation Areas is as follows:

1. Behind the Dining Hall (if unsafe, then go to #2)
2. Basketball Court (if unsafe, then go to #3)
3. Staging Area across the Street (if unsafe, then go to #4)
4. Wente (if unsafe, then go to #5)
5. Sycamore Grove

You are responsible for safely evacuating your campers. Think about a plan that doesn't rely on emergency crew evacuation. They might not be there for you.

#### *Emergency Phone Numbers*

If there is an emergency at camp, please dial **911** from any camp phone or personal phone. Then **immediately** contact the UCCR coordinators and let them know of the emergency. If you are asked, Camp Arroyo's address is 5535 Arroyo Road, Livermore, CA 94550.

#### *How to Reach the UCCR*

1. Channel One on Radio
2. If no one answers, UCCR Summer Coordinator's on-call cell phone: 510.219.3045
3. If still no answer for urgent needs, EBRPD Dispatch 510.881.1833

Get your policies in place, write them down, and train your staff. An *Emergency Procedures Template* is posted under Important Documents on the Camp Directors Portal for you to adapt accordingly to your group. Make sure you share them with parents before camp. If something happens, you have to be able to show you intervened at every step of the way.

#### **Parasite and wildlife policies**

In addition to the turkeys, deer, reptiles, mice and mosquitos, who all make their home at Camp Arroyo, camp is used by nearly 8,500 participants annually. This potentially exposes us to lice, fleas, bed bugs, and other parasites – just like a hotel or any other public facility. We need your help to keep clean and to prevent pests from spreading. We have put together Parasite and Wildlife Policies for you to implement prior, during, and after camp. The *Parasite and Wildlife Policies* can be found under Important Documents on the Camp Directors Portal, as well as the *Pre-Camp Parent Notification Letter*, we would like you to send out to all families before camp.

#### **No Outside Food Allowed**

*Please note no outside food allowed into camp's kitchen.* Due to high liability, we cannot run the risk of food contamination in the kitchen, refrigerator or freezer from food that has been brought in from the outside. Outside food is ANY and ALL food brought into camp; e.g., snacks for campers, applesauce for medication (*packaged unopened food may be stored in the infirmary kitchen*). In the rare occasion that your camper may require a specialized food, you'll need to seek approval from UCCR prior to camp.

## **CAMP LOGISTICS**

### **Check-In/Check-Out Times:**

Check-In and Check-Out will be pre-set as outlined below. If an adjustment is needed for your group, please call UCCR to discuss. UCCR will charge a \$500 fee if members of your group come before your scheduled Check-In time and/or leave later than your scheduled Check-Out time.

#### *Check-In:*

Check-in times are no sooner than:

2:00pm for Director/Staff

3:00pm for Campers

4:00pm Cabin move in

#### *Check-Out:*

**Cabins must be vacated before breakfast on your final day** of camp to allow the cleaners access.

*\*9:00am is the latest you can push breakfast back to accommodate this and must be scheduled in advance.*

(Packed suitcases can be left outside the cabin or at the circle driveway beneath the Dining Hall.)

Camp Check-Out is no later than:

12:00pm for Campers, Director/Staff

(If an adjustment is needed for your group, please call UCCR to discuss. Weekend camps during the spring and fall have more flexibility with their check out times.)

Directors are required to stay behind to complete final paperwork, return issued items and perform a final walk-through. An adult, 18 years of age or older, from your group **MUST** remain on campus until all campers have been picked up.

### **Group/Staff Orientation**

Upon your arrival, a UCCR coordinator will greet you.

#### *Staff Orientation:*

Staff/Director Orientation with UCCR staff is mandatory and will take place at 2:00pm at the Dining Hall patio on day of your arrival. Please coordinate with UCCR if you need this time adjusted.

#### *Group Orientation:*

Group Orientation with the UCCR staff will take place prior to your first dinner on campus. The UCCR liaison will also conduct a mandatory fire drill with your group on your first night at camp. If you need a modification to the fire drill because of the needs of your group, please let UCCR know before your camp date.

### **Goody Bags**

Goody bags for campers only will be ready for disbursement at your first meal.

### **Communication and Feedback**

#### *Radios*

Your group's Camp Director will receive 24 radios from UCCR. These will allow you to communicate with the UCCR coordinators and each other. Please be sure to charge your radios during your session. These will be collected at the end of your stay.

### *Radio Channels*

UCCR – Channel 1

Visiting Group – Channel 2

Open – Channel 3

Open – Channel 4

Open – Channel 5

### *Feedback*

Immediate feedback is most effective and not only serves your group well in the future but could prevent the same problem happening for the next group.

The communication flow if you have a problem is as follows:

Visiting Group Director → UCCR Coordinator → UCCR Program Director → UCCR Director of Operations

### **Automobiles**

All automobiles need to be parked in the lower parking area located below the Sport Court in order to allow access for maintenance and emergency vehicles in the upper parking lot. There are handicapped parking spots at each cabin; use of these spaces is limited to those who have disabled plate placards or those you give permission to. Vehicles may be used to transport cargo or passengers to areas where needed. TTFF does not allow outside golf carts on premise.

### **Dog Policy at Camp Arroyo**

In cooperation with Ordinance 38 of East Bay Regional Park District please note the following dog policy at Camp Arroyo:

- No dogs are allowed on site with the exception of service dogs.
- All service dogs must be in a vest, on a leash and with a human being at all times.
- Dog owners are responsible for immediately removing and properly disposing of dog excrement.

If a dog is on site and is not a service dog or there is any other violation of the dog policy, Camp Arroyo staff, including EBRPD and UCCR will call the East Bay Regional Park District Public Safety and they will be cited for violation of the park rules.

### **Hay Fever/Allergies**

Camp Arroyo is located in the heart of Livermore's wine country, surrounded by rolling hills that are covered with wild grasses. Please notify your participants to plan for their hay fever and allergies accordingly.

### **Closest Health Services**

- Valleycare Medical Center, 5555 West Las Positas Blvd., Pleasanton (925) 847-3000 (24 hour emergency services)
- Stanford Health Care Urgent Care, 1133 East Stanley Blvd., Livermore (925) 373-4018
- Kaiser Permanente Medical Offices, 3000 Las Positas Rd, Livermore (925) 243-2600

### **Accidents or Illnesses**

In an effort to keep everyone safe and informed, please inform UCCR coordinators immediately if any accidents or non-routine illnesses occur so that proper action can be taken to prevent the spread of illness.

### **Dress Code**

All participants are asked to wear appropriate clothing. **The following are not allowed at Camp: bikinis, provocative clothing, shorts with less than a 5-inch inseam.** If a participant is dressed inappropriately, they will be asked to change. Anyone who does not comply with this request may be asked to leave camp.



## No Tolerance Policy

To insure the safety of all, we must have a “No Tolerance” policy. Failure to abide by these rules will result in asking the camper, counselor or staff person to leave.

- No abuse of any kind, including verbal, mental and physical will be tolerated
- No drugs or alcohol
- No diving in the pool
- **Camp Arroyo is a non-smoking & non-vaping campus. If a person from your group is caught smoking or vaping on campus, you will be fined \$1000 by UCCR and EBRPD will be notified for potential further action. Please make your guests aware of this policy. Smoking is permitted off-campus in the parking lot across the street from our lower, main parking lot**
- No damage may be done to any of the campus’ buildings or property
- No misuse of the phones
- No entering areas of designated as “off limits”

### Off Limits Areas

- For safety reasons, the following areas are off limits at all times:
  - All remaining cement sites (near the Challenge Course and on the way to the Meadow) The pool area when lifeguards are not on duty
  - Challenge Course (unless supervised by the Challenge Course instructors)
  - TTFF and UCCR offices
- Only service animals are allowed on campus. No personal pets are allowed

## Gate Access

Camp’s main gate, the second gate on the right, will be open at designated times throughout your camp. Each camp is given a gate code prior to arrival to distribute to those who will be arriving late or leaving and coming back. The UCCR Staff will lock and unlock the gate.

## Decorating inside, outside and windows of buildings:

- **Only** “painters/blue” masking tape is permitted to attach items to the windows or the roll up door.
- NOTHING on the walls please! (No tacks or other kind of tape).
- Items may be hung from the rafters by string or ribbon.
- No confetti, silly-spray, or glitter.
- Chalk only in the Chalk Garden in the lower meadow. This area is NOT for paint.
- So as not to endanger the wildlife that lives here, we are a balloon free campus. No helium balloons or latex balloons are allowed at any time.
- No taping items to outside lights.

## Bounce Houses

Most insurance excludes any activity involving inflatables or bounce houses. In order to minimize our risk and yours, you must do the following steps if you are planning to have a bounce house or other inflatable at camp.

1. Confirm and provide proof that your insurance policy will cover the activity
2. Meet any requirements asked by the insurance company. Often times there are a few requirements in order to have them at camp
3. Book the vender directly
4. Request sandbags or other weights be provided by the bounce house vending company. In ground spikes are not permitted for use at Camp Arroyo

## Storage Pods

1. Group makes all arrangements.
2. Must be parked in designated parking areas in upper lot.
3. Delivery no sooner than 1 day before camp arrival.
4. Pickup no later than 1 day after departure date..... It cannot stay any longer.

## **FACILITY BUILDINGS AND OPERATIONS**

### **TTFE's Business Office**

TTFE's business office is located near the lower meadow and is staffed Monday-Friday from 9:00 a.m. - 5:00 p.m. Our offices, phone, fax, computers, and/or other office equipment are not to be used by Visiting Groups. Please do not provide the TTFE office number to parents as a contact number to reach their camper. Instead please provide parents with the cell phone number of your group director so they can reach you directly if needed. Camp has wireless internet available in the Dining Hall, but your own computer is required.

If parents wish to send their kids written letters, please give them the **UCCR address** of:

**Camp Arroyo, 5535 Arroyo Road, Livermore CA, 94550**

Packages should be addressed to:

**Camp Arroyo, 5555 Arroyo Road, Livermore CA, 94550**

### **Dining Hall**

Our 7500 sq ft. dining hall is the largest communal space at Camp Arroyo. The building was constructed with state-of-the-art energy efficient materials and techniques, including: straw bale insulation.

The building does have air conditioning and heat; always keeping the dining hall doors closed in the summer will help maintain a cool temperature and help keep animals out. Because of wind, umbrellas on the Dining Hall terrace must to be closed after each use.

Dining hall capacity is 150 people.

### *Meal Service*

Unless otherwise coordinated, your meal times are as follows.

8:00 – 9:00 a.m.	Breakfast
12:00 – 1:00 p.m.	Lunch
6:00 – 7:00 p.m.	Dinner

Staffing is determined based on these dining times. If your group needs to adjust its dining times, UCCR will need to know four weeks prior to your arrival at camp so staffing can be adjusted.

Food is served family-style. Your group is in charge of putting tables down, table set up (10 settings per table of a fork, plate, and drinking cup), serving the meal, bussing/clearing tables, and returning tables to their original location. Please only set the number of tables per the total number in your group. For example, if you have 100 people, you'll need to set 10 tables. Kitchen staff will provide cleaning supplies. **Please No campers or camp program staff are allowed in the kitchen!**

### **Audio/Visual**

The Dining Hall has an Aux cord audio connection, DVD Player, a screen for movies (with HDMI connection), and a PA system with a wireless microphone set for sound throughout the Dining Hall. Please see a UCCR coordinator for instructions and to "check out" the remote controls. Sign up for this need on your *Program Request Form*. If the remote goes missing during your stay, a fee will be taken from your deposit.

## **AED Defibrillator**

AED defibrillator is located above the glassware in the dining hall. Only remove when needed. Your UCCR coordinator can show you its placement.

## **Water Cambros**

The UCCR coordinator will place portable 5-gal water coolers filled with ice water in pre-requested program areas like the ropes course, meadow, and sports court. Additional requests can be made directly with your UCCR coordinator during your stay.

## **Popcorn, sno cone and cotton candy machines**

The popcorn and cotton candy machines are stored in the dining hall closet and area available anytime during your stay. The UCCR coordinator can show you how to work the machines upon first use and where supplies are kept. An adult staff member, 18 years or older, needs to be placed in charge of operating these machines, serving the campers their treats, and cleaning these machines when use of them is complete. The sno cone machine is kept at the pool and is available during your pool time. If you would like to use the sno cone machine in another area during your stay, please coordinate with the UCCR coordinator.

## **Infirmary**

The infirmary is equipped with a full bath, a washer/dryer, adjustable treatment tables with privacy curtains, a Jacuzzi Whirlpool tub (upon request), storage racks for medication distribution and small plastic bins for organizing camper medications. You are required to bring your own first aid supplies, towels, linens and laundry detergent (High Efficiency detergent only, please). An infirmary key will be issued to your group director or his/her designee. We require the key to be “checked out” with a Driver’s License or set of keys during your stay. The Driver’s License or keys will be returned when the infirmary key is returned.

The infirmary must be locked if medical staff isn’t present. No medications should be stored on campers or in cabins. Make sure to have a plan for epi pens and seizure medicine etc.

## **Infirmary Laundry Room**

The laundry room is equipped with 2 sets of washers/dryers. UCCR’s cleaning crew will have access though the side door, which will remain locked at all times, and will use one set for cleaning related laundry only. The other set is for you to use as you need throughout your stay. *(They will be clearly marked)*

There is a phone in the infirmary if your group needs to call medical staff while at camp. The number is (925) 371-8404. There is voicemail attached to this phone.

## **Housing Cabins**

There are 12 cabins and 12 beds in each cabin. The minimum required child to adult ratio is 11:1. For fire safety reasons, **BEDS AND MATTRESSES CANNOT BE RELOCATED to other cabins**

- Keep bathroom doors closed at all times. They run on hydraulics which will be damaged when left propped open.
- Turn off lights and close doors when leaving cabins. This helps keep wildlife outside.
- To ensure proper air conditioning of cabins please keep all doors (including inner doors) and windows closed at all times.
- No candy, food or drinks in the cabins (water is okay). We do not want any unwanted critters visiting!
- Each group is responsible for keeping their cabins **CLEAN** throughout the duration of their stay. Depending on the length of your stay there may be a mid-week janitorial cleaning of the cabins. Cleaning supplies (including extra toilet paper) are in the bathroom cabin closet.
- If you need additional supplies (such as toilet paper, soap, seat covers, etc.) please contact your UCCR coordinator.

- Take trash and recyclables to the appropriate dumpsters throughout and at the end of your stay; put new bag in garbage can.
- The camp director is responsible for making sure that all cabins are clear of personal items before their check out with the UCCR staff. Any personal items left behind when your group has officially exited camp will be donated.
- Phones at the pool and in cabins are for emergency 911 and internal calls only. Cabin to cabin calls can be made by dialing an internal extension. There is no need to dial 9 before dialing a cabin to cabin call.

### **Heads on Beds Form**

Your Camp Director needs to provide a completed **Cabin Assignment (*Heads on Beds*) Form** to the UCCR Coordinator before the fire drill on arrival day along with completed release forms for all campers and staff attending camp. If at any time during your stay you have a change in housing, you must give the UCCR Coordinator a new form to reflect those changes. This is needed in the event of an emergency.

### **Visiting Vendors**

Visiting Vendors are any person, persons, or organization who is at camp performing a service or activity for your campers. For example a clown, dance group, medical speakers, a fire truck as well as the TTFF Funded Activities below—all of these entities are considered Visiting Vendors. It is your group's responsibility to schedule and fund all Visiting Vendors as well as confirming their Certificate of Insurance is up to date and turned into UCCR if applicable (check with UCCR). It is also your responsibility to notify UCCR four weeks prior to your camp date of any Visiting Vendor by completing the *Visiting Vendor Request Form* under Paperwork to be Turned In on the Camp Directors Portal. Please be available to greet ALL vendors at camp, and make delivery/pick-up parking arrangements and instructions with vendors in advance of camp. A Liability Release is required for all visiting vendors. There is a list of Vendors used by TTFF Visiting Groups under Camp Vendors on the Camp Directors Portal.

## **TTFF FUNDED ACTIVITIES**

All requests for TTFF program-related activities should be made on the Campership Applications and booked as early as possible to guarantee availability.

### **Pool**

Camp has a 3,500 sf pool. The pool was designed to allow campers in the shallow area (from 0 to 3') as well as in the deeper sports area. Any person (staff and campers) who wants to swim in the deeper end needs to pass a swim test each day they use the pool. For more information about the pool policies, please refer to the *Pool Logistics* sheet on the Camp Directors Portal. Any camper who would like to swim in the shallow-end without a life jacket must have preapproval from a parent or guardian. Parents and guardians can approve this by checking the appropriate box on the camper's *Release of Liability* form. It is your responsibility to know which campers must be in a life jacket before your first swim time. Lifejackets, noodles, and kick boards are provided by TTFF and EBRPD.

Absolutely no campers are allowed in pool area without a Camp Arroyo approved lifeguard on duty.

### **Challenge Course with Rock Climbing Wall and Zip Line**

The challenge course consists of a 36'x36' rock wall, a 210' zip line and multiple high and low challenge elements facilitated by Pacific Leadership Institute staff. The course can only accommodate 20-25 people at a time. It is recommended to plan for an hour and half for a group this size. This allows for a 20-minute safety introduction and closure at the end. All participants must fit safety equipment properly and meet the minimum age requirements (see below) in order to participate. It is the responsibility of your group to ensure that age requirements for the Challenge Course are upheld. Parental consent on the *Release of Liability* Form is required

under the section titled, “PLI/Fort Miley Adventure Challenge Course Statement of Understanding and Legal Release”.

*Minimum age requirements:*

- Rock wall (6 years)
- Zip line, including the elements leading to the zip line (8 years)
- Advanced elements, including group-based high & low elements (10 years)

### **Horse Program**

The horse program is coordinated with Reins in Motion, a group of volunteers who bring their horses to Camp. The volunteers will take campers on individual rides around our ½ acre lower meadow. **Helmets (provided) and closed toed shoes are required for participation.** The horse program operates only on Thursdays, Saturdays, and occasionally on Sundays.

*\*Please assign 3 - 4 staff members to assist as horse side walkers for the duration of their visit to camp.*

### **Dog Therapy**

TTFF works with several outstanding volunteer organizations who provide qualified therapy animals and their volunteer handlers to camp. These organizations include Tony La Russa's Animal Rescue Foundation (ARF) and Alliance of Therapy Dogs (ATD). These organizations are vetted and insured. They also evaluate each animal to ensure they are well-mannered, healthy, and of suitable temperament for camp.

### **Music at Camp**

In 2013, The Taylor Family Foundation (TTFF) launched Sophie's Place, a mobile music therapy program. Sophie's Place, in partnership with Wells Fargo and the Forever Young Foundation, brings music therapy to camp and children who are homebound or patients in Northern California hospitals.

### **Sports Equipment**

We have the following sports equipment onsite for your use. Please return this equipment in good condition, and to the correct storage container after each use. TTFF will charge your group the cost to replace any lost or damaged equipment

- Soccer balls, footballs, jump ropes, frisbees, hula hoops, dodge balls and other misc. playground equipment are located outside the Dining Hall
- Pool, foosball, and ping pong tables and supplies located in the Dining Hall closet
- Basketballs are located in a container at the Basketball Court. Bowling pins and bocce balls at the Bocce Court
- Pool toys, floatables and life jackets are located at the pool
- Gaga ball pit is located behind the dining hall
- 9-Square in the Air is located in the lower meadow

Your Equipment liaison is responsible for managing this equipment.

Please mark any equipment you bring to camp with your group's name and a phone number and remember to take it with you at the end of your stay.

### **Campfire**

We have a beautiful amphitheater with campfire pit and stage for your use. *Please be sure to plan an alternate activity for your group in the event the fire department deems it unsafe to light a fire*

- Permission to light a camp fire must be requested by a UCCR staff member to the local fire department one half hour before the fire is to be lit. Permission will be granted or denied based on wind conditions at the time.
- The UCCR coordinator will light and extinguish all campfires. Once the fire is lit, an adult (18 years and

- older) must be present the entire time until the fire is extinguished by the UCCR coordinator.
- S'mores can be provided while you're at the campfire. Please request this on the *Program Request Form*.
- Movies can be projected at the campfire area, but be aware it does not get dark until 9:00 pm during the summer. Request a projector on the *Program Request Form*.
- The fire and any lights in the campfire area must be out by 10:00 pm.

### **Art & Crafts Center**

The Arts & Crafts Center is a 30' yurt with a large deck. It contains art supplies for your use; however, if you have a specific art project you want your group to participate in, you should check ahead of time to confirm we have the necessary supplies or bring those supplies with you. There is no electricity, heating or air- conditioning in the Arts & Crafts Yurt. This space is available to you during your stay. No sign-up is required.

### **Bocce**

Two Bocce Courts are available for your use in the lower meadow. All necessary equipment is provided. A total of 16 people can participate at one time. Teams consist of four (4) people and there are two teams on each court.

### **Archery**

If your group would like to provide archery as an activity, please ensure the following steps are taken.

1. Confirm with your insurance company that your insurance will cover the activity.
2. Meet any requirements asked by the insurance company.
3. Book a certified archery instructor.
4. Obtain all equipment, including bows, arrows, and targets. The use of a bow and arrow, but not a cross bow, is permitted in areas designated from time to time by the Board specifically for the purpose of archery, but all bows must be unstrung during transportation to and from such designated areas.
5. Camp provides ten hay bales in the summer only.
6. Archery as an activity that is **ONLY** allowed at the designated range adjacent to the meadow. It cannot be played anywhere else at camp.

### **Tent/Lawn Toys**

- No tents or recreational vehicles are allowed on camp property.
- Lawn toys or structures such as slip & slides, sprinklers, or bouncy houses must be removed from the lawn daily and placed in a different location the next day. Any damage to the lawns will be deducted from your security deposit.
- No stakes of any kind shall be used in the grassy areas of camp. UCCR will provide sand bags upon request.

**A signature is required by the Group Director below and on the Facility Contract that he/she has read and understands the policies outlined above and will share its contents with his/her staff and counselors. Please keep a copy of this with you during your stay.**

Authorized Visiting Group Signature		Date:
Printed Name		Date: