



Tony La Russa's
Animal
Rescue
Foundation

CAMP ARF

PARENT/GUARDIAN INFORMATION PACKET

CONTACT INFORMATION

- Phone: 925-296-3142
- For urgent needs during the camp day call ARF Front Desk at: 925-256-1273
- Email: youth@arlife.org

CAMP SCHEDULE

- **Summer Camp:**
 - Morning Session: 9:00am to 12:00pm
 - Afternoon Session: 1:30pm to 4:30pm
 - Lunch Bunch: For kids attending both a morning and afternoon session ONLY, supervised care is available from 12:00pm-1:30pm.
- **One-Day Holiday & Winter/Spring Break Camps:**
 - 9:00am to 12:00pm

WAIVERS

On the first day of camp, all parents/guardians must turn in their signed Camp Waivers and Pick-up Authorization Form. Waivers must be filled out for each individual camper, Pick-up Authorization Forms can be filled out per family if multiple siblings are attending camp the same week.

You can view and print the waivers here: [Camp Waivers](#) and [Pick-up Authorization Form](#).

Camp parents/guardians will also receive these forms via e-mail, one week prior to the start of camp. This e-mail will go to the e-mail address your camper was registered under. If you do not receive this e-mail, please check your spam folder or contact us at youth@arlife.org

DROP-OFF/PICK-UP PROCEDURES

Camp ARF is held at ARF's campus at 2890 Mitchell Drive, Walnut Creek, 94598. Camp check-in/out will be located either in front of or just inside of our "Camp ARF" doors, depending on the weather. The Camp ARF doors are to the right of the main ARF entrance.

Our camp doors and check-in process will open 10 minutes prior to the start of each session. Campers can be checked in as early as 8:50 am (morning session) and 1:20 pm (afternoon session)

Campers in grades TK-5:

Campers must be dropped off and picked up by an adult (at least 18 years old). Upon drop-off, the adult will need to sign each camper in. Campers will ONLY be released to individuals on the campers Authorized Pick-up List so parents or other primary guardians MUST be listed as well. In order to pick-up a camper, you must be an adult listed on that camper's authorized pick-up list, you must provide Photo ID, and you must sign the camper out. If a parent/guardian wishes to add someone to the authorized pick-up list for their camper, it must be done in person.

Campers in grades 6-12:

With parental permission per the Pick-up Authorization Form, campers in middle school and high school can sign themselves in and out of camp each day. Without that permission, campers in grades 6-12 will follow the above drop-off/pick-up protocol. ARF staff is not responsible for campers upon dismissal.

Late pick-up: If an unavoidable delay arises and you are going to be more than 15 minutes late for pick-up, please contact the ARF Reception Desk at 925-256-1273 to let us know as soon as possible. When you arrive, go to the ARF Reception Desk and they will alert us you have arrived. ***Please note that a penalty late fee may be assessed if you are repeatedly more than 15 minutes late for pick-up.*** Please ensure that your child has all of his or her belongings before leaving.

EXTENDED CARE INFORMATION

At this time, we do not offer extended care before or after camp.

For summer camp ONLY: Lunch Bunch is supervised care from 12:00-1:30 which is ONLY available to campers who are registered for both a morning and an afternoon camp session. If your camper is registered for both a morning and an afternoon session and you would like them to be a part of Lunch Bunch, it must be notated on your registration form

CAMPER ABSENCE

If a camper is unable to attend for the day, please call and leave a message or e-mail Camp Staff so we can inform the counselors of the absence. There is no refund or prorated discount for absences.

- Phone: 925-296-3142
- Email: youth@arflife.org

WHAT TO BRING TO CAMP

- A large, labeled bottle of water
- A healthy snack
- Closed-toe shoes and long pants (for safety during animal interactions)
- Any medications (see medication policy below)
- A packed lunch if attending Lunch Bunch

WHAT NOT TO BRING TO CAMP

- Food to share with fellow campers
- Electronic toys, mp3 players, video game devices, or other valuables
- Personal pets
- Weapons of any kind

All items of clothing and other items brought to camp should be labeled with the camper's full name. This makes it much easier to get lost and found items back to a camper

ALLERGY POLICY

ARF's facility contains allergens which may cause an allergic reaction whether by consumption, inhalation, or direct or indirect contact with skin. These include, but are not limited to, food allergens (peanuts, peanut butter, dairy products, eggs, etc.) and pet allergens (dander, saliva, etc.). Event participants, parents, and guardians concerned with allergies should be aware of this risk. ARF does not assume any liability for adverse reactions to items one may come in contact with while at ARF.

ARF staff and volunteers are not trained to administer EpiPens. To ensure that medication required for your child is administered as required, parents should make sure my child is trained in the administration of his/her medication(s).

To better accommodate the varying allergy/dietary needs of all our campers, Camp ARF asks families to provide campers with a healthy snack they can eat with minimal assistance from staff.

MEDICATION POLICY

Please inform camp staff of any prescription or non-prescription medication your child will be self-administering during the hours they are at Camp ARF.

ARF staff is not authorized to administer medication; however staff can retrieve refrigerated medication for your child. Medication which does not require refrigeration can be kept in child's backpack.

CAMP DISCIPLINE POLICY

To help maintain the safety and wellness of campers, staff, volunteers, animals, and the general public, the following discipline policy has been established.

Disciplinary action may be taken if a camper displays undesirable behavior that interferes with or disrupts the camp program. Examples of this behavior include inappropriate language, bullying, using profanity, harming or frightening animals, physically harming others, or not following directions.

Consequences to undesirable behavior are as follows:

- 1st offense: Camper will receive a verbal warning from camp staff explaining the inappropriate behavior.
- 2nd offense: Camper will be removed from the activity and will discuss behavior choices with camp staff. The parent will be consulted about the behavior.
- 3rd offense: Camper will be removed from the activity. The parent/guardian will be contacted to notify them of this step.
- 4th offense: Removal from camp; no refund will be given in this occurrence
- *In the event of extreme infractions, ARF reserves the right to remove a camper from the program immediately without prior warnings.*

Every effort is made to accommodate campers with special needs. Parents/guardians of children who need special attention, must notify us of the issue in the "additional notes" section of the online registration form. If you have specific questions or concerns, please contact Camp Staff before registering your child. Each situation will be addressed on an individual basis to ensure that we can offer a safe and enjoyable experience for both the campers and the animals.

HANDS-ON ANIMAL INTERACTIONS

We aim to provide one to two animal interactions per camp day either with an ARF Pet Hug Pack® therapy animal or shelter animal. For health and safety reasons, campers will not enter the animal condos. All interactions will be facilitated by staff inside of the camp rooms. Please note that an animal shelter is a very fluid environment and due to animal temperament, health, adoptions, etc., our plan for any given day may change. Our primary focus is always the safety and comfort of both our campers and our animals. While not all camp activities will consist of hands-on animal time, each camp day will be filled with a variety of activities involving animals and their care.

CANCELLATION POLICY

All cancelation requests must be made in writing (via e-mail) to youth@arflife.org

For notice of cancellation given 14 days or more prior to your child's session start date:

- A refund, minus a \$25 administrative fee will be provided.

For notice of cancellation given less than 14 days prior to your child's session start date:

- No refund can be granted.

Please note: we cannot transfer a camper's enrollment to a different session or program. Instead you will need to register for another session and request to cancel your initial registration.